

# **Alabama Department of Public Health**



## **Functional Analysis & Records Disposition Authority**

**Revision  
Approved by the  
State Records Commission  
October 26, 2016**

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# **Functional and Organizational Analysis of the Alabama Department of Public Health**

## **Sources of Information**

- Representatives of the Alabama Department of Public Health
- Code of Alabama 1975 § 9-2-126; § 16-1-16 and § 16-30-1; § 22-1-1 through § 22-2-14; § 22-9A-1 through § 22-9A-28; § 22-21-310 through § 22-21-359; § 36-25A-1 to § 36-25A-11; and § 41-22-1 through § 41-22-27
- Code of Alabama 1940 § 22-1-1 through § 22-1-140
- Code of Alabama 1907 § 22-1-698 through § 22-1-733
- Code of Alabama 1876 Chapter 4 § 1528 through § 1543
- Acts of Alabama, No. 34 (1874-1875), No. 92-658 (1992), and No. 97-893 (1997)
- Alabama Administrative Code (AAC) Chapter 420-1 through 420-11
- Alabama Government Manual
- Code of Federal Regulations (CFR) 21 Parts 1-1270; and, 42 Parts 2-494
- Alabama Department of Public Health Audit Reports
- Alabama Department of Public Health Publications
- Holdings of the Alabama Department of Archives and History for the State Board of Health and the Department of Public Health
- Government Records Division, Alabama Department of Public Health State Agency Files

## **Historical Context**

Prior to the 1875 creation of the State Board of Health, the Medical Association of the State of Alabama and each of the county medical societies monitored the incidence of disease, researched the cause and effect of illness and disease on the people of the state, and established qualifications for medical practice within the state. In 1869, the creation of state boards of health in Massachusetts and California established the authority of the state to take care of the public's health and to investigate the causes of epidemic and disease. At the 1872 meeting of the Medical Association of the State of Alabama, Dr. Jerome Cochran submitted a plan for the organization of a state board of health in Alabama. The association adopted the plan at its 1873 annual meeting and presented draft legislation during the 1874-1875 sessions of the legislature. This legislation established the State Board of Health and authorized the creation of boards of health in each county. Alabama was the first state to organize a basic county health department in each of its 67 counties. This process was completed in late 1937. Alabama created the office of State Health Officer in 1877 to exercise general supervision over the county boards of health. The first State Health Officer took office in 1879.

## **Agency Organization**

The organizational structure of the Alabama Department of Public Health is as follows: the State Board of Health, the State Committee of Public Health, the State Health Officer, and the Department of Public Health. The State Board of Health supervises the enforcement of health

laws. Below it is the State Committee of Public Health that may act for the State Board of Health and elects the State Health Officer. The State Health Officer is the executive officer of the Department of Public Health. Below is a discussion of the duties and powers of each these entities.

## **State Board of Health**

The State Board of Health (“the board”), created in 1875, exercises general control over the enforcement of public health laws. The board acts as an advisory board to the state in all medical matters and matters of sanitation and public health, and it assists and advises all county boards of health, health officers, and quarantine officers. The board adopts and promulgates rules and regulations for administering health and quarantine laws. The board prescribes the content for reporting vital events and for transporting dead bodies through the state. The board is empowered to collect information on certain diagnosed diseases of public health significance and to act accordingly to prevent or limit their spread in the community. The composition of the board consists of the Board of the Medical Association of the State of Alabama that serves in ex officio status. The board meets annually.

## **State Committee of Public Health**

The State Committee of Public Health (“the committee”) is composed of twelve members of the Medical Association of the State of Alabama and the chairpersons of four councils created by statute in 1973. These are the Council on Dental Health, Council on Animal and Environmental Health, Council on Prevention of Disease and Medical Care, and the Council on Health Costs, Administration, and Organization. The committee, which meets monthly between the annual meetings of the board, acts for the board when it is not in session and has all the powers and duties of the board.

## **State Health Officer**

The State Health Officer, whom the committee elects, serves as executive officer of the Department of Public Health. The committee determines the authority and duties of the State Health Officer, subject to any regulations prescribed by the Alabama Legislature. The State Health Officer executes laws, policies, rules, and regulations concerning public health, exercises certain supervision over county and municipal health organizations, and is required to keep informed as to public health conditions throughout the state. The State Health Officer informs the governor concerning state health conditions, particularly the status of infectious and contagious diseases. As chief administrative officer of the Department of Public Health, the State Health Officer hires all necessary departmental personnel, sets salaries subject to the approval of the State Personnel Board, and issues or provides for issuing permits required by establishments open to public use.

The State Health Officer by state statute serves on the Alabama Anatomical Board; Alabama Building Commission; Alabama Children's Policy Council; Alabama Commission on Girls and Women in the Criminal Justice System; Alabama Council on Family and Children; Alabama Dry Cleaning Environmental Response Trust Fund Advisory Board; Alabama's HIV Commission for

Children, Youth, and Adults; Alabama Pollution Control Authority; Alabama Prescription Cost Initiative Board; Alabama Public Health Care Authority; Alabama Radiation Advisory Board of Health; Alabama Resource Development Committee; Alabama Senior Services Board; Alabama Water Resources Advisory Council; Board of Medical Scholarship Awards; Children's Trust Fund; Children's Health Insurance Commission; Controlled Substances Prescription Database Advisory Committee; Emergency Medical Services Advisory Board; Governor's Interagency Coordinating Council; Healthcare Data Advisory Council; State Children's Services Facilitation Team (Multiple Needs Child); Pesticides Advisory Committee; Special Task Force on Chronic Kidney Disease (chair); State Child Abuse and Neglect Board; State Child Death Review Team; State Obesity Task Force; Statewide Health Coordinating Council; Statewide Trauma Advisory Council; Youth Services Board; as well as other non-statutory boards and groups.

## **Department of Public Health**

The Department of Public Health (“the department”) executes public health policy for the state as determined by the board, the committee, and as authorized by law. In all actions the department acts in the name of the board and the committee (Code of Alabama 1975 § 22-1-2). The department investigates the effect of communicable debilitating diseases; issues policies and procedures to be used to limit and/or eradicate illnesses in the citizens of this state; investigates all places, institutions, establishments, and other public centers and prescribes the methods to correct any conditions prejudicial to health; provides health care services to the citizens of the state; and, registers all births, deaths, marriages, and divorces.

Currently, the Department of Public Health is organized into various bureaus, centers, and offices. Eleven public health areas supervise and coordinate the work of 67 county health departments where staff provide a variety of health services directly to the public. Each public health area reports to an area health officer or administrator who reports to the State Health Officer. The organizational structures of the county health departments vary from county to county according to the number of clients served and the complexity of programs. The county health departments are under the general control and supervision of the county boards of health. Members of the county boards are physicians chosen by the county medical societies of their respective counties. The presiding officers of each county commission are also members of the boards in their county. County health officers, elected by the county board and subject to the approval of the committee, direct the work of the county health departments. The county health officer works under the direction of the State Health Officer and the county board of health and has “sole direction of all sanitary and public health work within the county” (Code of Alabama 1975 § 22-3-4).

## **Agency Function and Subfunctions**

The mandated functions of the Department of Public Health are to exercise general control over the enforcement of public health laws, and to perform the direct service of providing medical services to those who are unable to receive medical treatment through private channels. The department is one of the agencies responsible for carrying out the Policy and Statute Development function, the Regulatory function, and the Client Services function of Alabama government.

In performance of its mandated functions, the department may engage in promulgating health care standards, enforcing health care standards, providing health care services, providing public health information and education, filing vital records and providing health statistics, and administering internal operations through the following bureaus/centers/offices”

- **General Administration.** General Administration is not an office unit within the Department of Public Health, but refers to: administrative records that are common to all bureaus/divisions/offices, such as routine correspondence, are listed here for ready reference by all staff members of the department. All bureaus/divisions/offices must follow the records retention requirements listed under General Administration in the disposition of their respective records.
- **Bureau of Children's Health Insurance.** This bureau administers the Children's Health Insurance Program, known as ALL kids, which provides low-cost, comprehensive health care coverage to uninsured children in Alabama.
- **Bureau of Clinical Laboratories.** The mission of this bureau is to lead the state through laboratory science to improve and protect the residents' health by testing and providing test data in support of disease surveillance and policy decisions. It has a main laboratory in Montgomery and a specialty testing laboratory in Mobile.
- **Bureau of Communicable Disease.** The mission of this bureau is to prevent and control designated communicable diseases and illnesses in Alabama.
- **Office of Emergency Medical Services.** This office is responsible for protecting the health, safety, and welfare of the public by assuring that emergency medical services provided by ambulance services, emergency medical response agencies, training entities, and emergency medical technicians meet or exceed established standards.
- **Center for Emergency Preparedness.** This center provides direction to and management of the Department of Public Health 's assessment, planning, and response to acts of bioterrorism; outbreaks of infectious disease; and other public health threats and emergencies.
- **Bureau of Environmental Services.** This bureau ensures the safety of Alabamians by regulating food, milk, lodging, seafood, soil and onsite sewage, indoor air quality/lead, and solid waste levels.
- **Office of Facilities Management.** This office ensures safe and suitable conditions in the built environment for the Department of Public Health employees and occupants of licensed health care facilities.
- **Bureau of Family Health Services.** This bureau protects and promotes the health and safety of women, infants, children, youth, and their families in Alabama through

assessment of community health status, development of health policy, and assurance that quality health services are available.

- **Bureau of Financial Services.** This bureau provides financial and cost accounting, accounts receivable, payroll, accounts payable, purchasing, budgeting, grant accounting, production planning, and administrative support to accomplish its goals in financial and cost accounting, reporting, and management of the Department of Public Health.
- **Office of General Counsel.** This office provides legal advice and representation, issues opinions, and interprets public health law and establishes policy for implementation.
- **Bureau of Health Promotion and Chronic Disease.** This bureau manages programs related to chronic disease prevention, cancer prevention, disability prevention, communications and health marketing, health education, public information, risk communication, risk surveillance, worksite wellness, and video communications and distance learning.
- **Bureau of Health Provider Standards.** This bureau regulates health care providers in order to improve quality of care and life for health care consumers and to reduce adverse outcomes.
- **Center for Health Statistics.** This center operates the vital records system and collects and tabulates health-related statistical data for the state of Alabama. The center is responsible for registering and preserving certain records of vital events that occur in Alabama and for providing access to certified copies. Birth, death, marriage and divorce information is transmitted to the main office of the Department of Public Health and maintained in paper, microfilm, and electronic formats. An automated vital records system called ViSION (Vital Statistics Image Oriented Network) allows vital records to be issued through all 67 county health departments. The Statistical Analysis Division conducts studies and provides analysis of health data for public health policy and surveillance. Staff prepares various statistical analyses of natality, pregnancy, general mortality, infant mortality, causes of death, marriage, divorce and other demographic and health-related data for the state and its geographic subdivisions.
- **Bureau of Home and Community Services.** This bureau administers the statewide Home Care Program in partnership with county, area and state level staff to fulfill its mission to ensure delivery of compassionate and effective health care services in the home and community while striving to be consistently responsive and innovative in meeting the changing health care needs of Alabama citizens.
- **Office of Human Resources.** This office reviews and processes requests for personnel actions such as new hires, promotions, transfers, dismissals, leave reports, performance appraisals, and disciplinary actions.



- **Bureau of Information Technology.** This bureau plans, provides, and supports the information and logistics needs of the Department of Public Health.
- **Bureau of Professional and Support Services.** The Bureau of Professional and Support Services implements programs and initiatives to support the Department of Public Health's health care workforce and health delivery infrastructure. The bureau consists of the following programs: Office of Primary Care and Rural Health, Office of Performance Management, Pharmacy Division, and Management Support Unit.
- **Office of Program Integrity.** This office provides assurances regarding the integrity of the Department of Public Health's financial systems, compliance with federal requirements, and compliance with applicable state laws and regulations.
- **Office of Radiation Control.** This office protects the public from excessive exposure to ionizing radiation.
- **Office of the State Health Officer.** The State Health Officer provides the day to day supervision to all office units within the department, public health areas, and county health departments.

# **Analysis of Record Keeping System and Records Appraisal of the Alabama Department of Public Health**

## **Agency Record Keeping System**

The Department of Public Health operates a hybrid record keeping system composed of a local area network (LAN) on which the state's mainframe serves as one of the department's servers, a wide area network (WAN) connecting all of the county health departments, paper-based record keeping, and micrographics.

**Paper-Based Systems:** Most of the departmental records continue to be maintained in paper form. Duplication of records is perhaps the major cause of the volume of paper within the department. The departmental records management program operates out of the Bureau of Professional and Support Services.

**Information Technology:** The current information systems environment at the Department of Public Health is a combination of a client/server, web applications, web services, midrange, and mainframe operation. The department uses the State Data Center as the central repository for information generated and stored by many functional areas of the department. Some of the systems hosted on the mainframe include: the Advantage Financial Standard (AFNS), the Government Human Resources System (GHRS), and Family Health Services Clinical activity. The department's central office in Montgomery is networked to the campus ring. A midrange computer, the IBM iSeries in the central office, serves as host to the Vital Statistics Image Oriented Network (ViSION). In addition, numerous servers provide print serving, data serving, and application serving to the department.

Within the central office, most personal computers are networked via a collapsed backbone network to the computer operations facility. The Department of Public Health is currently connecting all area and county offices (over 100 sites) to the MPLS network managed by the Department of Finance, Information Services Division, providing T1 or better bandwidth. In 89 county sites, the Public Health of Alabama County Operations Network (PHALCON) resides on local area networks and the database is distributed with the hub being located at the central office. Finally, stand-alone personal computers (PC) are used throughout the department to assist personnel in performing word processing, accounting, and office management functions.

COBOL, RPG, EZTrieve, and Microsoft Visual Studio.net have been used to develop in-house applications and retrieve special reports from its files. The Department of Public Health has chosen Microsoft Office as the standard office productivity suite and Lotus Notes as the standard collaboration /E-mail package. Current systems use the VSAM file management system, sequential files on the mainframe, relational databases (SQL/Oracle) on servers, and DB/2 relational database on the iSeries. Oracle and SQL Server are used as the standard client server relational database.

The Department of Public Health uses the following third-party systems: AFNS, GHRS, Horizon (Lab System), Horizon (Home Health), ProcurIT (Inventory), Crossroads, Cancer Registry,

Emergency Medical Services System, Pregnancy Risk Assessment Monitoring System (PRAMS), Minimum Data Set (MDS), several Centers for Disease Control and Prevention packages, National Association of Public Health Statistics and Information Systems (NAPHSIS) EVVE and STEVE, and Social Security Administration Online Verification System. An Electronic Health Record (EHR) is being acquired to meet the objectives of Meaningful Use as specified in the American Reinvestment Recovery Act (ARRA) of 2009. In addition, the Department developed the following systems and they are in production use: PHALCON; CLAIMS Third Party Billing System; ViSION; Family Health System; Cost Accounting System; Licensure and Certification System; Office of Program Integrity System; and Immunization Provider Resource with Integrated Technology (ImmPRINT).

A complete back up of all in-house systems is performed daily and stored locally and off-site. The Department of Public Health uses a disk to disk system backup.

**Other Technologies:** The Department of Public Health, primarily the Center for Health Statistics, utilizes digital imaging as a records storage media. ViSION utilizes 5 ¼-inch optical disks to store vital events data for the state. An in-house developed relational database provides the indexing for the images. Many vital events are now registered electronically using web-based systems developed in house. Data from records registered using these web-based systems is stored on the iSeries. Some copies of older microfilm are stored at the Jefferson County Department of Health. Original vital event records and microfilm are stored at the central office in a climate/access-controlled room.

## Records Appraisal

The following is a discussion of the two major categories of records created and/or maintained by the department: Temporary Records and Permanent Records.

**I. Temporary Records.** Temporary records should be held for what is considered to be their active life and disposed of once all fiscal, legal and administrative requirements have been met. Some of the temporary records created by the department are discussed below:

- **A-3s and Day Sheets.** The A-3 report provides a summary of services provided for the entire month by one county health Department of Public Health. The A-3 does not include services reported on the patient encounter form. The day sheet provides details of services performed and fees paid. The day sheets are balanced and closed out on a daily basis. The monthly recap of the day sheets summarizes the fee collections for the month and is sent to the central office for cost accounting purposes. Monthly and yearly statistics are pulled from these records. Copies of these forms remain at the county level for audit and reference purposes.
- **Newborn Screening Test Reports.** Newborn screening records must be kept for a certain length of time after the child reaches legal age in the event they wish to sue because a “screened for” disease was not detected.

- **Newborn Screening Program Follow-up Patient Records.** These are patient records that document follow-up of abnormal and out of range newborn screening test results. The retention period is strictly guided by consideration of the applicable statute of limitations. A minor has a right to file a cause of action two years beyond the 19th birthday, so that provides the 21-year retention (Code of Alabama 1975 § 6-2-8 and § 6-2-38).
- **Child Lead Poisoning Prevention Follow-up Patient Records.** These are patient records that document follow-up of abnormal lead test results. The retention period is strictly guided by consideration of the applicable statute of limitations. A minor has a right to file a cause of action two years beyond the 19th birthday, so that provides the 21-year retention (Code of Alabama 1975 § 6-2-8 and § 6-2-38).
- **Asbestos Inspection Records.** Records are needed as they may be used as medical records or supporting documents for litigations or legal claims.
- **Lead Inspection Records.** Records are needed as they may be used as medical records or supporting documents for litigations or legal claims.

**II. Permanent Records.** The Government Services Division recommends the following records as permanent.

### **General Administration**

- **Audiovisual Files.** This series consists of audio and visual recordings produced by the Department of Public Health's staff for departmental events and program promotion. Formats may include photos, slides, videos, audio recordings, and other related media. **(Bibliographic Title: Audiovisual Materials)**
- **Grant Project Narrative Reports.** Various programs within the Department of Public Health routinely apply and receive grants from federal or state government. This series is composed of final narrative reports documenting the attainment of project goals and objectives as detailed in the grant applications. **(Bibliographic Title: Grant Project Narrative Reports)**
- **Meeting Agendas, Minutes, and Packets of Various Internal/External Entities.** This series contains proposed and executed proceedings of various internal/external entities. They may include, but are not limited to, State Emergency Medical Control Committee, Emergency Medical Services Education Commission, State Emergency Medical Services Advisory Board, Regional Trauma Advisory Council, Statewide Trauma and Health Systems Advisory Council, Statewide Trauma Funding Committee, Licensure Advisory Board, and Professional Advisory Council on Home Care. **(Bibliographic Title: Meeting Files)**
- **News Releases and Public Service Announcements.** These records document news releases of the Department of Public Health on a variety of health topics including infant

mortality, construction of new county health facilities, disasters, and policy decisions. These records are part of the core administrative documentation of the department. **(Bibliographic Title: State Publications)**

- **Policy Clearinghouse Records.** These records provide a complete history file of policies issued by the State Board of Health, the State Committee of Public Health, the Department of Public Health, and the State Health Officer. This series may also include the following: Clinic Variance Requests, Case Management/Care Coordination Protocols, and other program procedures or manuals. They provide part of the core administrative documentation of the department. **(Bibliographic Title: Policy Clearinghouse Records)**
- **Publications.** The Department of Public Health publishes a variety of publications designed to inform the public, the governor, and other health-related agencies on health care issues and statistical measurements. Examples of these publications include the annual report, vital events reporting, brochures on patient services, posters outlining the eleven public health areas (<http://www.adph.org/administration/assets/areas.pdf>), topical newsletters, and pamphlets on communicable diseases. These records are part of both the core administrative and core research documentation as they provide information on departmental rules and regulations and valuable statistics on vital events and diseases. **(Bibliographic Title: State Publications)**
- **Website(s) and Social Media Sites(s).** ADAH staff capture and preserve the agency's website(s) and other social media sites via a service offered by the Internet Archive [Archive It]. Any content behind a password protected page or login would not be captured by ADAH. Check with the ADAH website at [www.archive-it.org/organizations/62](http://www.archive-it.org/organizations/62) to ensure your agency's website(s) and social media site(s) are captured and preserved. If your agency's website(s) and social media site(s) are not captured by the service, please contact the Government Services Division at 334-242-4452 to get them included. **(Bibliographic Title: Websites and Social Media Sites)**

## **Bureau of Communicable Disease**

- **Notifiable Disease Case Report Records.** Data from the Notifiable Disease Case Reports is entered into a database from which various reports are generated to monitor disease distribution and occurrence, and for reporting to the Centers for Disease Control and Prevention. The ledgers are manual representations of the same data in statistical form. Information contained in this database has valuable research potential and is unavailable elsewhere in the state's public records. **(Bibliographic Title: Notifiable Disease Case Report Records)**
- **Immunization Administration Data and Histories (Retain in ImmPRINT).** This data is part of the medical record. Information on the form is captured for the following reasons: a vaccine recall, a person complains of some type of reaction to the vaccine or any component of the vaccine, or, if there is no uniform medical record for the individual, this slip serves as a record that the individual did receive the vaccine. **(Bibliographic Title: Not Applicable) (Maintained by Department of Public Health)**

- **STD Congenital Syphilis Surveys.** This record series consists of demographic and treatment information about a mother and an infant who tested positive for syphilis in the serologic test. These documents also contain past treatment information about the mother and any current signs and symptoms of both mother and infant or complications in the infant. **(Bibliographic Title: STD Congenital Syphilis Surveys)**
- **Congenital Syphilis (CS) Case Investigation and Reports.** This series is a reporting form authorized by law (Public Health Services Act, 42 USC 241, OMB Approval No. 0920-0128) to report congenital syphilis cases and is required in all sexually transmitted disease project areas. **(Bibliographic Title: Congenital Syphilis [CS] Case Investigation and Reports)**
- **Enhanced HIV/AIDS Reporting System (HIV Surveillance).** Data from the Confidential Case Reports is entered into the HIV/AIDS Surveillance System. Various reports are generated utilizing data from this system to monitor disease distribution and statewide occurrence data, and to report to the Centers for Disease Control and Prevention. Information contained in this system has valuable research potential and is unavailable elsewhere in the state's public records. **(Bibliographic Title: HIV/AIDS Surveillance System Data)**
- **TB Clinical Records.** The TB Case files are permanent records because they contain specific details about patients with active TB disease, including drug susceptibility, DNA fingerprinting/genotyping of specific strains, etc. They contain valuable information about contacts with these patients regarding treatment for latent TB infection or active TB. **(Bibliographic Title: TB Clinical Records)**

## **Office of Facilities Management**

- **Clinic Variance Requests (Retain in Office).** These records provide a complete history of any clinical deviations from standard departmental practices. The requests provide information on why the clinic is requesting a waiver for compliance with departmental policy. They are part of the core administrative documentation of the department as represented by its policies and procedures, and minutes of the board and the committee. **(Bibliographic Title: Not Applicable) (Maintained by Department of Public Health)**

## **Bureau of Family Health Services**

- **Alabama Breast Cancer and Cervical Cancer Screening Program Records.** Data from the Confidential Screening and Diagnostic Data Collection Forms and related reports is entered into ABCCEDP Med-It database. Various reports are generated to report to the Centers for Disease Control and Prevention. Information has valuable research potential and is unavailable elsewhere in the state's public records. **(Bibliographic Title: Alabama Breast Cancer and Cervical Cancer Screening Program Records)**

- **Alabama Statewide Cancer Registry Database.** Data from patient medical records is entered into the Alabama Statewide Cancer Registry database. Various reports are generated utilizing data from this system to monitor disease distribution and statewide occurrence data, and to report to the Centers for Disease Control and Prevention. Information contained in this database has valuable research potential and is unavailable elsewhere in the state's public records. **(Bibliographic Title: Alabama Statewide Cancer Registry Database)**
- **Alabama Statewide Cancer Registry Advisory Council Records.** The Alabama Statewide Cancer Registry Advisory Council is mandated by the Centers for Disease Control and Prevention for the state to oversee the use of the data collected and the Alabama Statewide Cancer Registry Database. The advisory council is made up of cancer researchers, oncologists, surgeons, Commission on Cancer representatives, and other experts in the cancer field. Its purpose is to provide guidance to the registry regarding potential research, use of data, and methods for obtaining information about reported cases. These records are used to report to the Centers for Disease Control and Prevention. Information contained in this database is unavailable elsewhere in the state's public records. **(Bibliographic Title: Alabama Statewide Cancer Registry Advisory Council Records)**

## **Office of General Counsel**

- **Legal Opinions of the General Counsel (Retain in Office).** Part of the responsibility of the general counsel is the issuance of opinions interpreting public health law and the establishment of policy for implementation. These records form part of the core administrative documentation of the Department of Public Health. **(Bibliographic Title: Not Applicable) (Maintained by Alabama State Bar)**

## **Bureau of Health Promotion and Chronic Disease**

- **Employee Training Audio/Visual Presentations.** These records document the department's efforts to ensure an adequately trained quality workforce by providing training on current procedures and practices and educating staff on health hazards. They form part of the core administrative documentation of the department. **(Bibliographic Title: Audiovisual Materials)**
- **Iconographic Records.** These records are pictures that provide a very simple reflection of critical public health issues that require educational outreach to help change behavior. Pictures can summarize the critical public health issues during that time period. **(Bibliographic Title: Iconographic Records)**
- **Audio/Visual Materials (including satellite conference materials) – In-service training videos produced by the department.** ADPH has its own video production studio where they record training videos, satellite conferences, and other informational and continuing education materials for the state. These materials can be accessed at: <http://www.adph.org/alphtn/>. **(Bibliographic Title: Audiovisual Materials)**

- **General Information Videos and Videos on Public Health Topics that are Produced by the Department.** To help keep the public informed, general information videos are created pertaining to public health and disseminated throughout the state. These videos can be accessed at: <http://www.adph.org/alphtn/>. **(Bibliographic Title: Audiovisual Materials)**

## **Bureau of Health Provider Standards**

- **Health Care Facility History Files.** This series has legal value to the Department of Public Health by documenting long-term care facilities approved or authorized to operate within the state. These files provide in-depth research material on the licensure, inspection, complaints, and investigation of these facilities during their tenure of operation within Alabama. **(Bibliographic Title: Health Care Facility Files)**
- **Terminated Health Care Facility Licensure Statement of Deficiencies with Plan of Correction, Resident Sample Selection, Consent Agreement, and Employee Identification List (Retain in Office).** This series provides an overview of a terminated health facility's ownership, survey history, and licensure revocation records. Documents are reviewed when the department receives any new applications for ownership. **(Bibliographic Title: Not Applicable) (Maintained by Department of Public Health)**
- **Assisted Living/Specialty Care Assisted Living Facility Licensure Files (Retain in Office).** This series contains the completed and filed applications for licensure ownership, license renewals, any legal correspondence, requests for change of administrator, and license status. Documents are reviewed when the department receives any new applications or requests for change of ownership or licensure revocation. **(Bibliographic Title: Not Applicable) (Maintained by Department of Public Health)**

## **Center for Health Statistics**

- **Vital Records.** The Code of Alabama 1975 § 22-9A-1, *et seq.* (the Vital Records Act) establishes a system for the documentation of vital events (birth, death, marriage, divorce) within the state. Under the requirements of the Vital Records Act, the Center for Health Statistics must retain, on a permanent basis, all vital events records and provide a process for the public to obtain certified copies of the records. Prior to 1907, no systematic statewide process existed for the creation of vital records. The county and municipal health departments were required to make an annual report of births and deaths to the State Health Officer for statistical purposes. In 1919, Act No. 658 created the Office of State Registrar for vital statistics and implemented a process by which vital records were created and filed with the state. Code of Alabama 1923 § 1065 further refined this act and implemented a fully standardized system. The Vital Records Law was revised in 1992 to allow vital records to be captured and stored in a variety of formats including electronic media. This series consists of all vital records and related data created after 1907. **(Bibliographic Title: Vital Records)**



## **Bureau of Home and Community Services**

- **Professional Advisory Council Meeting Minutes.** These meetings are held in accordance with State and Federal laws and ADPH Policies and Procedures. **(Bibliographic Title: Meeting Files)**
- **Home Health and Life Care Administration Manuals.** These manuals serve as a reference point for employee training and procedures. **(Bibliographic Title: State Publications)**
- **Home Care Meeting Minutes:** These meetings are held in accordance with State and Federal laws and ADPH Policies and Procedures. **(Bibliographical Title: Meeting Files)**
- **Home Care Training Presentations (Retain in Office).** The Home Health and Life Care Administrative Manuals/Home Care Training Presentations serve as a reference point for employee training. **(Bibliographic Title: Not Applicable) (Maintained by Department of Public Health)**

## **Office of Radiation Control (ORC)**

- **Shelby County Gas Well Logging Incident Files (No-Longer Created).** The Office of Radiation Control (ORC) is required to respond to incidents involving radioactive material in the state, review and approve response plans, and maintain documentation of the incident. In 1989 an incident involving radioactive material and the subsequent decontamination of equipment and property along with the proper disposal of the radioactive waste was overseen and documented by the ORC. The ORC staff reviewed the decontamination plan and took independent surveys of equipment and soil and water samples to assure decontamination processes met the requirements. Documentation regarding the decontamination program and surveys and samples was maintained permanently. **(Bibliographic Title: Shelby County Gas Well Logging Incident Files)**

## **Office of the State Health Officer**

- **Meeting Agendas, Minutes, and Packets of the State Board of Health and the State Committee of Public Health.** This series consists of proposed and executed proceedings of the two bodies that have authority to oversee matters of public health in the state. **(Bibliographic Title: Meeting Files)**
- **Administrative Files of the State Health Officer.** These records document the activities of the State Health Officer in directing the work of the Department of Public Health and in enforcing policies of the State Board of Health and the State Committee of Public Health. **(Bibliographic Title: Administrative Files)**

# **Permanent Records List**

## **Alabama Department of Public Health**

### **General Administration**

1. Audiovisual Files
2. Grant Project Narrative Reports
3. Meeting Agendas, Minutes, and Packets of Various Internal/External Entities
4. News Releases and Public Service Announcements
5. Policy Clearinghouse Records
6. Publications
7. Website(s) and Social Media Sites(s)

### **Bureau of Communicable Disease**

1. Notifiable Disease Case Report Records
2. Immunization Administration Data and Histories
3. STD Congenital Syphilis Surveys
4. Congenital Syphilis (CS) Case Investigation and Reports
5. Enhanced HIV/AIDS Reporting System (HIV Surveillance)
6. TB Clinical Records

### **Office of Facilities Management**

1. Clinic Variance Requests\*

### **Bureau of Family Health Services**

1. Alabama Breast Cancer and Cervical Cancer Screening Program Records
2. Alabama Statewide Cancer Registry Database
3. Alabama Statewide Cancer Registry Advisory Council Records

### **Office of General Counsel**

1. Legal Opinions of the General Counsel\*

### **Bureau of Health Promotion and Chronic Disease**

1. Employee Training Audio/Visual Presentations\*
2. Iconographic Records
3. Audio/Visual Materials (including satellite conference materials) – In-service training videos produced by the department
4. General Information Videos and Videos on Public Health Topics that are Produced by the Department

### **Bureau of Health Provider Standards**

1. Health Care Facility History Files.
2. Terminated Health Care Facility Licensure Statement of Deficiencies with Plan of Correction, Resident Sample Selection, Consent Agreement, and Employee Identification List\*
3. Assisted Living/Specialty Care Assisted Living Facility Licensure Files\*

### **Center for Health Statistics**

1. Vital Records

### **Bureau of Home and Community Services**

1. Professional Advisory Council Meeting Minutes
2. Home Health and Life Care Administration Manuals
3. Home Care Meeting Minutes
4. Home Care Training Presentations\*

### **Office of Radiation Control**

1. Shelby County Gas Well Logging Incident Files (No-Longer Created)

### **Office of the State Health Officer**

1. Meeting Agendas, Minutes, and Packets of the State Board of Health and the State Committee of Public Health.
2. Administrative Files of the State Health Officer

\*indicates records that ADAH anticipates will remain in the care and custody of the creating agency.

ADAH staff members are available to work with agency staff in determining the best location and storage conditions for the long-term care and maintenance of permanent records.

# **Alabama Department of Public Health Records Disposition Authority**

This Records Disposition Authority (RDA) is issued by the State Records Commission under the authority granted by the Code of Alabama 1975 § 41-13-5 and § 41-13-20 through 21. It was compiled by the Government Services Division, Alabama Department of Archives and History (ADAH), which serves as the Commission's staff, in cooperation with representatives of the Agency. The RDA lists records created and maintained by the Agency in carrying out their mandated functions and activities. It establishes minimum retention periods and disposition instructions for those records and provides the legal authority for the Agency to implement records destruction.

Alabama law requires public officials to create and maintain records that document the business of their offices. These records must be protected from "mutilation, loss, or destruction," so that they may be transferred to an official's successor in office and made available to members of the public. Records must also be kept in accordance with auditing standards approved by the Examiners of Public Accounts (Code of Alabama 1975 § 36-12-2, § 36-12-4, and § 41-5-23). For assistance in implementing this RDA, or for advice on records disposition or other records management concerns, contact the ADAH Government Records Division at (334) 242-4452.

## **Explanation of Records Requirements**

The RDA shall govern the disposition of all records, regardless of format, created by the agency from creation to dissolution. Please contact the staff of the Department of Archives and History before destroying any records created prior to 1940.

This RDA supersedes any previous records disposition schedules or RDAs governing the retention of the records created by the Agency. Copies of superseded schedules are no longer valid and may not be used for records disposition.

The RDA establishes retention and disposition instructions for records listed below, regardless of the medium on which those records may be kept. Electronic mail, for example, is a communications tool that may record permanent or temporary information. As for records in any other format, the retention periods for e-mail records are governed by the requirements of the subfunctions to which the records belong.

Certain other record-like materials are not actually regarded as official records and may be disposed of under this RDA. Such materials include (1) duplicate record copies that do not require official action, so long as the creating office maintains the original record for the period required; (2) catalogs, trade journals, and other publications received that require no action and do not document agency activities; (3) stocks of blank stationery, blank forms, or other surplus materials that are not subject to audit and have become obsolete; (4) transitory records, which are temporary records created for short-term, internal purposes, may include, but are not limited to, telephone call-back messages, drafts of ordinary documents not needed for their evidential value, copies of material sent for information purposes but not needed by the receiving office for future

business, and internal communications about social activities; (5) honorary materials, plaques, awards, presentations, certificates, and gifts received or maintained by the agency staff. They may be disposed of without documentation of destruction.

## **Records Disposition Requirements**

This section of the RDA is arranged by subfunctions of the Agency and lists the groups of records created and/or maintained as a result of activities and transactions performed in carrying out these subfunctions. The Agency may submit requests to revise specific records disposition requirements to the State Records Commission for consideration at its regular biannual meetings.

*(Note: Records found in this Disposition Authority apply to the Alabama Department of Public Health and any county Public Health offices)*

### **General Administration**

#### **AUDIOVISUAL FILES**

Disposition: PERMANENT RECORD.

#### **GRANT PROJECT NARRATIVE REPORTS**

Disposition: PERMANENT RECORD.

#### **MEETING AGENDAS, MINUTES, AND PACKETS OF VARIOUS INTERNAL/EXTERNAL ENTITIES**

Disposition: PERMANENT RECORD.

#### **NEWS RELEASES AND PUBLIC SERVICE ANNOUNCEMENTS**

Disposition: PERMANENT RECORD.

#### **POLICY CLEARINGHOUSE RECORDS**

Disposition: PERMANENT RECORD.

#### **PUBLICATIONS**

Disposition: PERMANENT RECORD.

#### **WEBSITE(S) AND SOCIAL MEDIA SITE(S)**

Disposition: PERMANENT RECORD.

*(ADAH staff capture and preserve the agency's website(s) and other social media sites via a service offered by the Internet Archive [Archive It]. Any content behind a password protected page or login would not be captured by ADAH. Check with the ADAH website at [www.archive-it.org/organizations/62](http://www.archive-it.org/organizations/62) to ensure your agency's website(s) and social media site(s) are captured and preserved. If your agency's website(s) and social media site(s) are not captured by the service, please contact the Government Services Division at 334-242-4452 to get them included.)*

**Grant Project Files**

Disposition: Temporary Record. Retain 6 years after the submission of the final expenditure report.

**Printouts of Acknowledgment from the Secretary of State Relating to Notices of Meetings Posted by State Agencies**

Disposition: Temporary Record. Retain 3 years.

**Real Property Leasing/Renting Records**

Disposition: Temporary Record. Retain 6 years after the termination of the lease or rental agreement.

**Routine Correspondence**

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

**Student Intern/Volunteer Placement Files**

Disposition: Temporary Record. Retain file, with all completed forms, on-site for 6 years after intern/volunteer separates from service.

**Bureau of Children's Health Insurance Program (CHIP)****All Kids Health Insurance Application Files**

Disposition: Temporary Record. Retain 3 years.

**Benefits Payment by Exception – Approval documentation of payments made by exception**

Disposition: Temporary Record. Retain 2 years.

**Documents Pertaining to Federal Audit for Payment Error Rate Measurement**

Disposition: Temporary Record. Retain 15 years CAP (Corrective Action Plan) and Sampling Plans-maintain two most recent plans.

**Invoices to Third Party Payees**

Disposition: Temporary Record. Retain 3 years.

**Social Security Administration Security Plan**

Disposition: Temporary Record. Maintain current approved plan and prior approved plan; maintain two most recent audit reports.

**Children's Health Insurance Program State Plan and Amendments**

Disposition: Temporary Record. Retain 15 years.

**CHIP Annual Report-Annual Report to CMS (Centers for Medicare and Medicaid Services)**

Disposition: Temporary Record. Retain 15 years.

**Statistical Enrollment Data Report/Backup – Quarterly reports of enrollment, member months, race, and gender**

Disposition: Temporary Record. Retain 15 years.

**OIG Audit Requests/Reports – Documentation related to records audit by OIG (Office of Inspector General)**

Disposition: Temporary Record. Retain 7 years.

**Internal Audit Reports – Final audit reports pertaining to internal audits performed by CHIP**

Disposition: Temporary Record. Retain 7 years.

**Complaint Investigations – Documents and findings concerning filed complaints of fraud/abuse of CHIP services**

Disposition: Temporary Record. Retain 3 years.

**HIPAA Violations/Incidence Reports – Documents and findings concerning HIPAA or other security breaches/incidents**

Disposition: Temporary Record. Retain 5 years.

**Daily Error Report – Reports listing applicant's insurance status**

Disposition: Temporary Record. Retain 1 year.

**Subpoenas – Requests for records**

Disposition: Temporary Record. Retain 3 years from receipt.

**Copies of Checks/Money Orders**

Disposition: Temporary Record. Retain 3 years.

**Premium Letters**

Disposition: Temporary Record. Retain 3 years.

**Bank Statements – History of banking transactions for the CHIP premium account**

Disposition: Temporary Record. Retain 3 years.

**Invoices – Invoices to CRS (Children's Rehab Services), SEIB (State Employees' Insurance Boards), and PEEHIP (Public Education Employees' Health Insurance Plan) for State Match Reimbursement**

Disposition: Temporary Record. Retain 3 years.

**Checks/Money Orders Received for Payment of ALL Kids Premiums**

Disposition: Temporary Record. Destroy 60 days after receipt.

**Report of Deposits Posted into CHIP Premium Account**

Disposition: Temporary Record. Retain 3 years.

**Record of Postal Expenditures Made from the Postage Paid Account**

Disposition: Temporary record. Retain 1 year.

**Confirmation of Deposits Made Electronically into the CHIP Premium Account**

Disposition: Temporary Record. Retain 3 years.

**Record of Payments Submitted for Deposit**

Disposition: Temporary Record. Retain 3 years.

**Reconciliation of Credit Card Payments Received**

Disposition: Temporary Record. Retain 3 years.

**Report of Premium Payments Not Posted to the CHIP System**

Disposition: Temporary Record. Retain 3 years.

**Bureau of Clinical Laboratories***Notes:*

- *CLIA – Clinical Laboratory Improvement Amendments*
- *CDC – Centers for Disease Control and Prevention*
- *EPA – Environmental Protection Agency*
- *FDA – Food and Drug Administration*

**Clinical Laboratory Certification Files**

Disposition: Temporary Record. Retain 6 years.

**Clinical Laboratory Proficiency Testing Records**

Disposition: Temporary Record. Retain 2 years.

**Clinical Laboratory Testing Personnel Qualification and Competency Evaluations**

Disposition: Temporary Record. Retain 2 years.

**Clinical Laboratory Testing Quality Assurance/Regulatory Records (CLIA)**

Disposition: Temporary Record. Retain 2 years.

**Clinical Laboratory Testing Quality Assurance Records/Regulatory Records (CDC: Select Agents)**

Disposition: Temporary Record. Retain 3 years.

**Clinical Laboratory Testing Quality Assurance/Regulatory Records (EPA)**

Disposition: Temporary Record. Retain 5 years.

**Clinical Laboratory Testing Quality Assurance/Regulatory Records (FDA)**

Disposition: Temporary Record. Retain 3 years.



**Clinical Chemistry Test Reports**

Disposition: Temporary Record. Retain 2 years.

**Environmental Chemistry (including lead)**

Disposition: Temporary Record. Retain 2 years.

**Water and Shellfish Reports**

Disposition: Temporary Record. Retain 5 years.

**Milk Reports**

Disposition: Temporary Record. Retain 3 years.

**Newborn Screening Test Reports**

Disposition: Temporary Record. Retain 21 years.

**Respiratory Test Reports**

Disposition: Temporary Record. Retain 2 years.

**Select Agents Reports**

Disposition: Temporary Record. Retain 3 years.

**Other Test Reports**

Disposition: Temporary Record. Retain 2 years.

**Other Laboratory Test Reports (e.g. Microbiology, Mycology, STD, etc.)**

Disposition: Temporary Record. Retain 2 years.

**Laboratory Testing Protocols**

Disposition: Temporary Record. Retain 2 years post retirement of procedure.

**Bureau of Communicable Disease****Infectious Diseases and Outbreaks****NOTIFIABLE DISEASE CASE REPORT RECORDS**

Disposition: PERMANENT RECORD.

**Rabies Vaccinations by County**

Disposition: Temporary Record. Retain 3 years.

**Fish Consumption Advisories**

Disposition: Temporary Record. Retain 3 years.

## **HIV/AIDS Prevention and Control**

### **AIDS Drug Assistance Program Application Forms**

Disposition: Temporary Record. Retain 7 years after termination of eligibility.

### **AIDS Drug Assistance Program Revisions (Revisions are medical status changes)**

Disposition: Temporary Record. Retain 7 years after termination of eligibility.

### **AIDS Drug Assistance Program Computer Database**

Disposition: Temporary Record. Retain until obsolete.

### **Counseling and Testing Services Database**

Disposition: Temporary Record. Retain until data is obsolete.

## **Immunization**

### **IMMUNIZATION ADMINISTRATION DATA AND HISTORIES**

Disposition: PERMANENT RECORD. Retain in ImmPRINT.

### **Notifiable Disease Morbidity Reports**

Disposition: Temporary Record. Retain 3 years.

### **Notifiable Disease Laboratory Results**

Disposition: Temporary Record. Retain 3 years.

### **Notifiable Disease Investigation Reports**

Disposition: Temporary Record. Retain 3 years.

## **Sexually Transmitted Disease (STD) Control**

### **STD CONGENITAL SYPHILIS SURVEYS**

Disposition: PERMANENT RECORD.

### **CONGENITAL SYPHILIS (CS) CASE INVESTIGATION AND REPORTS**

Disposition: PERMANENT RECORD.

### **ENHANCED HIV/AIDS REPORTING SYSTEM (HIV SURVEILLANCE)**

Disposition: PERMANENT RECORD.

### **Confidential Disease Reports**

Disposition: Temporary Record. Retain 1 year.

### **Lot Folder Status Sheets**

Disposition: Temporary Record. Retain 1 year.

**STD Patient Interview and Cluster Interview Records**

Disposition: Temporary Record. Retain 1 year.

**STD Original Patient Information Sheets**

Disposition: Temporary Record. Retain 1 year.

**STD Reactor Control Records**

Disposition: Temporary Record. Retain 1 year.

**STD Field Records**

Disposition: Temporary Record. Retain 1 year.

**STD Major Analytical Points Sheets**

Disposition: Temporary Record. Retain 1 year.

**STD Program Laboratory Reports**

Disposition: Temporary Record. Retain in office 1 year.

**STD Management Information System Computer Databases**

Disposition: Temporary Record. Retain useful life.

**Tuberculosis (TB) Control****TB CLINICAL RECORDS**

Disposition: PERMANENT RECORD.

**TB Correctional Facility Reports**

Disposition: Temporary Record. Retain until data entry and verification.

**TB Class A and B Reports**

Disposition: Temporary Record. Retain 1 year.

**TB Summary Sheets**

Disposition: Temporary Record. Retain 3 years.

**TB Field Activity Reports**

Disposition: Temporary Record. Retain 1 year.

**TB Drug Reaction Records**

Disposition: Temporary Record. Retain 6 months.

**Veri-Visible Cards**

Disposition: Temporary Record. Retain until data entry and verification into electronic database.

## **Office of Emergency Medical Services**

### **Alabama Trauma Registry Confidential Abstraction Form**

Disposition: Temporary Record. Retain 5 years.

### **Advanced Life Support Service Files**

Disposition: Temporary Record. Retain 6 years.

### **Ambulance Service Operator Licensing Files**

Disposition: Temporary Record. Retain 6 years.

### **Emergency Medical Services Technicians Licensing Records**

Disposition: Temporary Record. Retain 6 years.

## **Center for Emergency Preparedness**

### **Emergency Preparedness Grant Applications Awards and Supporting Documentation**

Disposition: Temporary Record. Retain 10 years.

### **Emergency Preparedness Planning and Supporting Documentation**

Disposition: Temporary Record. Retain 10 years.

### **Emergency Events and Supporting Documentation**

Disposition: Temporary Record. Retain 10 years.

## **Bureau of Environmental Services**

### **Asbestos Inspection Records**

Disposition: Temporary Record. Retain 30 years.

### **Certified Sewage System Installers Files**

Disposition: Temporary Record. Retain 2 years after expiration of certificate.

### **Complaint Records**

Disposition: Temporary Record. Retain 5 years.

### **County Food Protection Program Evaluation Files**

Disposition: Temporary Record. Retain 3 years or until completion of next evaluation.

### **County Environmentalists Standardization Files**

Disposition: Temporary Record. Retain 3 years or until completion of next evaluation.

### **On-site sewage system records**

Disposition: Temporary Record. Retain until system is no longer operational.

**Dairy Food Inspection and Group Rating Files**

Disposition: Temporary Record. Retain 6 years.

**Food Recall Notices**

Disposition: Temporary Record. Retain 3 years.

**Food Service Inspection Records**

Disposition: Temporary Record. Retain 3 years.

**Food Processing Plant Regulatory Files**

Disposition: Temporary Record. Retain 3 years.

**Immunohematology Records**

Disposition: Temporary Record. Retain 5 years after creation.

**Milk and Water Lab Report Records**

Disposition: Temporary Record. Retain 5 years after creation.

**Inactive Certified Sewage Disposal Site Evaluators Files**

Disposition: Temporary Record. Retain 4 years.

**Indoor Air Quality Inspection Records**

Disposition: Temporary Record. Retain 5 years.

**Lead Inspection Records**

Disposition: Temporary Record. Retain 20 years.

**Lodging Inspection Files**

Disposition: Temporary Record. Retain 3 years.

**Semisolid Waste Landfarming Site Files**

Disposition: Temporary Record. Retain 10 years.

**Septic Tank Manufacturer's Permit Records**

- a. Approved

Disposition: Temporary Record. Retain 5 years.

- b. Disapproved

Disposition: Temporary Record. Retain for useful life.

**Sewage System Evaluation Records**

Disposition: Temporary Record. Retain for useful life.

**Sewage System Variance Files**

Disposition: Temporary Record. Retain for useful life.

## **Office of Facilities Management**

### **CLINIC VARIANCE REQUESTS**

Disposition: PERMANENT RECORD. Retain in office.

### **Architectural and Engineering Plans and Specifications for County Health Department; Architectural Plans (Face Sheet, Plot Plan, Floor Plan, Wall Section Plan, Life Safety Code Plan)**

Disposition: Temporary Record. Retain while agency occupies the building, and 3 years after vacating the building.

### **Final Stage Floor Plan with Building Classification**

Disposition: Temporary Record. Retain 5 years.

### **Life Safety Code/Medicare Forms, Including CMS (The Centers for Medicare and Medicaid Services) Forms**

Disposition: Temporary Record. Retain 5 years.

### **Specifications, Final Inspections, and Construction Records**

Disposition: Temporary Record. Retain 5 years.

## **Bureau of Family Health Services**

### **Cancer Prevention and Control**

#### **ALABAMA BREAST CANCER AND CERVICAL CANCER SCREENING PROGRAM RECORDS**

Disposition: PERMANENT RECORD.

#### **ALABAMA STATEWIDE CANCER REGISTRY DATABASE**

Disposition: PERMANENT RECORD.

#### **ALABAMA STATEWIDE CANCER REGISTRY ADVISORY COUNCIL RECORDS**

Disposition: PERMANENT RECORD.

### **Children's Health**

#### **Child Lead Poisoning Prevention Program Follow-up Patient Records**

Disposition: Temporary Record. Retain 21 years.

#### **Child Lead Program Laboratory Results**

Disposition: Temporary Record. Retain until data entry and verification.

#### **Healthy Child Care Alabama CPR/First Aid Records**

Disposition: Temporary Record. Retain 2 years.

**Healthy Child Care Alabama Health and Safety Records**

Disposition: Temporary Record. Retain 3 years plus the current year.

**Newborn Screening Program Follow-up Patient Records**

Disposition: Temporary Record. Retain 21 years.

**Women, Infant and Children (WIC)****WIC Vendor Files**

Disposition: Temporary Record. Retain 3 ½ years after the fiscal year in which the records were created or until all issues are resolved for litigation, claims, negotiations, or audits, whichever is later.

**WIC Vendor Abuse Investigation Case Files**

Disposition: Temporary Record. Retain 3 ½ years after the fiscal year in which the records were created or until all issues are resolved for litigation, claims, negotiations, or audits, whichever is later.

**WIC Vendor File Master Lists**

Disposition: Temporary Record. Retain 3 ½ years after the fiscal year in which the records were created or until all issues are resolved for litigation, claims, negotiations, or audits, whichever is later.

**WIC Program Vendor Volume, High Risk Indication, and Over Surveyed Maximum Reports**

Disposition: Temporary Record. Retain 3 ½ years after the fiscal year in which the records were created or until all issues are resolved for litigation, claims, negotiations, or audits, whichever is later.

**WIC Program, Enrollment Participant, Reports**

Disposition: Temporary Record. Retain 3 ½ years after the fiscal year in which the records were created or until all issues are resolved for litigation, claims, negotiations, or audits, whichever is later.

**Quarterly and Annual WIC Program Participation Analysis Reports**

Disposition: Temporary Record. Retain 3 ½ years after the fiscal year in which the records were created or until all issues are resolved for litigation, claims, negotiations, or audits, whichever is later.

**WIC Program Reconciliation Reports**

Disposition: Temporary Record. Retain 3 ½ years after the fiscal year in which the records were created or until all issues are resolved for litigation, claims, negotiations, or audits, whichever is later.

**WIC Program Infant Formula Rebate Reports**

Disposition: Temporary Record. Retain 3 ½ years after the fiscal year in which the records were created or until all issues are resolved for litigation, claims, negotiations, or audits, whichever is later.

**Food Instrument Redemption Reports**

Disposition: Temporary Record. Retain 3 ½ years after the fiscal year in which the records were created or until all issues are resolved for litigation, claims, negotiations, or audits, whichever is later.

**Encounter Error Rate Reports**

Disposition: Temporary Record. Retain 3 ½ years after the fiscal year in which the records were created or until all issues are resolved for litigation, claims, negotiations, or audits, whichever is later.

**Women, Infants, and Children (WIC) Financial Records (including receipts, registers, summary files, reconciliations, reports, vendor records)**

Disposition: Temporary Record. Retain 3 ½ years after the fiscal year in which the records were created or until all issues are resolved for litigation, claims, negotiations, or audits, whichever is later.

**Investigation Reports from Complaints**

Disposition: Temporary Record. Retain 3 ½ years after the fiscal year in which the records were created or until all issues are resolved for litigation, claims, negotiations, or audits, whichever is later.

**Possible Over-Issuance Report**

Disposition: Temporary Record. Retain 3 ½ years after the fiscal year in which the records were created or until all issues are resolved for litigation, claims, negotiations, or audits, whichever is later.

**Civil Rights Training**

Disposition: Temporary Record. Retain 3 ½ years after the fiscal year in which the records were created or until all issues are resolved for litigation, claims, negotiations, or audits, whichever is later.

**Outreach Files**

Disposition: Temporary Record. Retain 3 ½ years after the fiscal year in which the records were created or until all issues are resolved for litigation, claims, negotiations, or audits, whichever is later.

**Vendor Training Files**

Disposition: Temporary Record. Retain 3 ½ years after the fiscal year in which the records were created or until all issues are resolved for litigation, claims, negotiations, or audits, whichever is later.



**Formula Log/Issuance Form**

Disposition: Temporary Record. Retain 3 ½ years after the fiscal year in which the records were created or until all issues are resolved for litigation, claims, negotiations, or audits, whichever is later.

**WIC Manual Food Instrument Inventory Log**

Disposition: Temporary Record. Retain 3 ½ years after the fiscal year in which the records were created or until all issues are resolved for litigation, claims, negotiations, or audits, whichever is later.

**Breast Pump Loan/Release Forms**

Disposition: Temporary Record. Retain 3 ½ years after the fiscal year in which the records were created or until all issues are resolved for litigation, claims, negotiations, or audits, whichever is later.

**WIC Quality Assurance Reviews**

Disposition: Temporary Record. Retain 3 ½ years after the fiscal year in which the records were created or until all issues are resolved for litigation, claims, negotiations, or audits, whichever is later (the retention is based upon the USDA closed single and OIG audit schedule).

**The AL Food Instrument Issuance and Void Report**

Disposition: Temporary Record. Retain 3 ½ years after the fiscal year in which the records were created or until all issues are resolved for litigation, claims, negotiations, or audits, whichever is later.

**Women's Health Division (Central Office)****Title X Family Planning Grants Awarded to ADPH**

Disposition: Temporary Record. Retain 6 years after submission of final federal financial report.

**Contracts for Professional Services with Contractor**

Disposition: Temporary Record. Retain 6 years from expiration date of contract.

**Grants for Services with Sub-Recipient**

Disposition: Temporary Record. Retain 6 years from expiration date of grant.

**Plan First Program – An 1115 Family Planning Demonstration Medicaid Waiver**

Disposition: Temporary Record. Retain 6 years after submission of final financial report.

**Statewide Title X Quality Assurance Audit Results**

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year.

**Statewide Nurse Practitioner Quality Assurance Audit Results**

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year.

**Fetal and Infant Mortality Review (FIMR) Program**

Disposition: Temporary Record. Retain 1 year after review by the case review team.

**Oral Health****Dental Care Case Files**

Disposition: Temporary Record. Retain 3 years.

**Dental Health Survey Files**

Disposition: Temporary Record. Retain for useful life.

**Fluoridation Program Application Records**

Disposition: Temporary Record. Retain 6 years.

**Bureau of Financial Services****A-3 Reports**

Disposition: Temporary Record. Retain 5 years.

**Adjustment Bills, Secondary Payer Bills, and Credit Balance Reports**

Disposition: Temporary Record. Retain 6 years after the fiscal year in which the records were created.

**Bid Records and Contracts (Including requests for proposals, unsuccessful responses, and all documents pertaining to the award of the contracts)**

Disposition: Temporary Record. Retain 7 years after the end of the fiscal year in which the bids were opened.

**Budget Allotment and Summary Reports**

Disposition: Temporary Record. Retain 7 years.

**Community Services Financial Records (including records of billing, payments, accounts receivable, cost reporting, and reimbursement)**

Disposition: Temporary Record. Retain 6 years or until settlement of any claims due, whichever is longer.

**Contracts for Services or Personal Property**

Disposition: Temporary Record. Retain 6 years after the fiscal year in which the records were created.

**Cost Accounting Time Studies**

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

**County Health Department Budgeted Revenues and Actual Receipts Reports**

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

**Day Sheets and Recapitulation of Day Sheets**

Disposition: Temporary Record. Retain 3 years after the fiscal year in which the records were created.

**Expenditure Transaction Registers**

Disposition: Temporary Record. Retain 7 years.

**Fund Control and Status Reports**

Disposition: Temporary Record. Retain 4 years.

**Ledger Cards**

Disposition: Temporary Record. Retain 7 years.

**Immunization Service Billing Reports**

Disposition: Temporary Record. Retain 3 years after the fiscal year in which the records were created.

**Medicaid Financial Records (including explanation of payment reports, accounts receivable reports, billing reports, and error reports)**

Disposition: Temporary Record. Retain 6 years after the fiscal year in which the records were created.

**Medicare Cost Reports**

Disposition: Temporary Record. Retain 5 years.

**Periodic Financial Management Statements and Reports**

Disposition: Temporary Record. Retain 3 years after the fiscal year in which the records were created.

**Public Health Care Finance Authority Administrative Files (contains invoices, checks bank statements, appraisals, and financial reports)**

Disposition: Temporary Record. Retain 5 years.

**Public Health Service Billing Reports**

Disposition: Temporary Record. Retain 3 years after the fiscal year in which the records were created.

**Production, Cost, and FTE Reports**

Disposition: Temporary Record. Retain 5 years.

**Records Documenting the Issuance of County Health Department Construction Bond Issues**

Disposition: Temporary Record. Retain 3 years after the fiscal year following the retirement of bonds.

**Records Documenting Payment of Board of Adjustment Claims**

Disposition: Temporary Record. Retain 5 years after settlement of claim.

**Records Documenting the Purchase of Nonexpendable Property/Equipment with Federal Funds**

Disposition: Temporary Record. Retain 6 years after submission of the final expenditure report.

**Records Documenting the Preparation of a Budget Request Package and Reporting of the Status of Funds, Requesting Amendments of Allotments, and Reporting Program Performance.**

Disposition: Temporary Record. Retain 1 year after audit

**Records Documenting the Requisitioning and Purchasing of Supplies and Equipment, Receipting and Invoicing for Goods, and Authorizing Payment for Products**

Disposition: Temporary Record. Retain 1 year after audit.

**Records of Original Entry or Routine Accounting Transactions, such as Journals, Registers, and Ledgers, and Records of Funds Deposited Outside the State Treasury, Including Bank Statements, Deposit Slips, Cancelled Checks, etc.**

Disposition: Temporary Record. Retain 1 year after audit.

**Records Documenting Requests for Authorization from Supervisors to Travel on Official Business and Other Related Materials, such as Travel Reimbursement Forms and Itineraries**

Disposition: Temporary Record. Retain 1 year after audit.

**Reconciliation Reports**

Disposition: Temporary Record. Retain 4 years.

**Revenue and Expense Summaries**

Disposition: Temporary Record. Retain 5 years.

**Spending Plan Files**

Disposition: Temporary Record. Retain 7 years.

**State Laboratory Service Billing and Claim Reports and Incomplete Billing Reports**

Disposition: Temporary Record. Retain 1 year after audit.

**Unpaid Claim Reports**

Disposition: Temporary Record. Retain 1 year after audit.

**Waiver Program Billing Records**

Disposition: Temporary Record. Retain 6 years after the fiscal year in which the records were created.

**Office of General Counsel****LEGAL OPINIONS OF THE GENERAL COUNSEL**

Disposition: PERMANENT RECORD. Retain in office.

**Administrative Hearing Proceedings**

Disposition: Temporary Record. Retain 5 years.

**Legal Case Files**

Disposition: Temporary Record. Retain 6 years after the case is closed.

**Subpoenas**

Disposition: Temporary Record. Retain 3 years.

**Bureau of Health Promotion and Chronic Disease****EMPLOYEE TRAINING AUDIO/VISUAL PRESENTATIONS**

Disposition: PERMANENT RECORD.

**ICONOGRAPHIC RECORDS (FOR THE BUREAU OF HEALTH PROMOTION AND CHRONIC DISEASE)**

Disposition: PERMANENT RECORD.

**AUDIO/VISUAL MATERIALS (INCLUDING SATELLITE CONFERENCE MATERIALS) – IN-SERVICE TRAINING VIDEOS PRODUCED BY THE DEPARTMENT**

Disposition: PERMANENT RECORD.

**General information videos and videos on public health topics that are not produced by the department**

Disposition: Temporary Record. Retain until obsolete.

**GENERAL INFORMATION VIDEOS AND VIDEOS ON PUBLIC HEALTH TOPICS THAT ARE PRODUCED BY THE DEPARTMENT**

Disposition: PERMANENT RECORD.

**Behavioral Risk Factor Surveillance System Survey Files**

Disposition: Temporary Record. Retain 2 years.

**Consumer Product Safety Program Files**

Disposition: Temporary Record. Retain 3 years.

**Controlled Substance Files**

Disposition: Temporary Record. Retain until superseded.

**Injury Prevention Federal Grants and Progress Reports**

Disposition: Temporary Record. Retain 3 years after submission of final federal financial report.

**Electronic Printing Service Request Files**

Disposition: Temporary Record. Retain until receipt of printed material.

**Occupant Restraint Grant Files**

Disposition: Temporary Record. Retain 3 years after submission of final federal financial report.

**Bureau of Health Provider Standards****HEALTH CARE FACILITY HISTORY FILES**

Disposition: PERMANENT RECORD.

**TERMINATED HEALTH CARE FACILITY LICENSURE STATEMENT OF DEFICIENCIES WITH PLAN OF CORRECTION, RESIDENT SAMPLE SELECTION, CONSENT AGREEMENT, AND EMPLOYEE IDENTIFICATION LIST**

Disposition: PERMANENT RECORD. Retain in Office.

**Surveyor Orientation, Training, and Continuing Education Files**

Disposition: Temporary Record. Retain until separation of employee.

**Continuing Education Program Files**

Disposition: Temporary Record. Retain 5 years.

**State Agency Quality Improvement Program Files**

Disposition: Temporary Record. Retain 3 years.

**Health Facility License Application Denials and related correspondence**

Disposition: Temporary Record. Retain 15 years after denial.

**Health Facility License Applications and related correspondence**

Disposition: Temporary Record. Retain 15 years after license is terminated.

**Incomplete or Unprocessed Health Facility Certification Applications and related correspondence**

Disposition: Temporary Record. Retain 7 years.

**Complete Health Facility Certification Applications and related correspondence**

Disposition: Temporary Record. Retain 15 years after enrollment is terminated.

**Terminated Health Care Facility Licensure Statement of Deficiencies with Plan of Correction, Resident Sample Selection, Consent Agreement, and Employee Identification List**

Disposition: Temporary Record. Retain 20 years.

**Provider Services**

**Keys Amendment (Section 1616(e) of the Social Security Act) Records**

Disposition: Temporary Record. Retain until no longer useful.

**Long-Term Care Facility Records**

**Long-Term Care Facility Licensure and Certification Survey Records - CMS-, 670, 672, 802, 1539, 2567 with Plan of Correction, Employee Identifiers, Facility layout and related correspondence**

Disposition: Temporary Record. Retain 4 years plus the current year. Records with pending administrative hearings or civil litigation must be sequestered until all action is completed.

**Long-Term Care Facility Licensure and Certification Most Recent Survey Records: Survey notes and other work papers that are merged into and superseded by a final product**

Disposition: Temporary Record. Retain 1 year after most recent survey cycle. Records with pending administrative hearings or civil litigation must be sequestered until all action is completed.

**Long-Term Care Facility Complaint/Investigation Records**

Disposition: Temporary Record. Retain 4 years unless there is pending administrative hearing or civil litigation is pending. Records with pending administrative hearings or civil litigation must be sequestered.

**Long-Term Care Facility Occurrence Reports**

Disposition: Temporary Record. Retain 2 years unless there is a pending administrative hearing or civil litigation is pending. Records with pending administrative hearings or civil litigation must be sequestered.

**Non-Long-Term Care Facility Records**

**Non-Long-Term Care Facility Licensure and Certification Survey Files**

Disposition: Temporary Record. Retain the two most recent licensure and certification actions at all times. Destroy all other records when 4 years old. Records with pending administrative hearings or civil litigation must be sequestered until all action is completed.

**Non-Long-Term Care Facility Complaint/Investigation Files**

Disposition: Temporary Record. Retain the two most recent licensure and certification actions at all times. Destroy all other records when 4 years old. Records with pending administrative hearings or civil litigation must be sequestered until all action is completed.

**Non-Long-Term Care Facility Certification Validation Files**

Disposition: Temporary Record. Retain 5 years. Records with pending administrative hearings or civil litigation must be sequestered until all action is completed.

**Non-Long-Term Care Licensure Facility Occurrence Reports**

Disposition: Temporary Record. Retain 2 years. Records with pending administrative hearings or civil litigation must be sequestered until all action is completed.

**Non-Long-Term Care Closed Facility Files**

Disposition: Temporary Record. Voluntary Closure: Transfer from the active files to closed file in the Non-Long-Term Care Unit. Retain the most recent licensure and certification actions at all times. Destroy all other records when 4 years old. Records with pending administrative hearings or civil litigation must be sequestered until all action is completed.

**Clinical Laboratory Improvement Amendment (CLIA) Records****Clinical Laboratory Improvement Amendments (CLIA) Active Laboratory Survey Files**

Disposition: Temporary Record. Retain 6 years; current plus two prior survey records.

**Clinical Laboratory Improvement Amendments (CLIA) Inactive Laboratory Survey Files**

Disposition: Temporary Record. Retain 2 years.

**Clinical Laboratory Improvement Amendments (CLIA) Certificate of Waiver Survey Files**

Disposition: Temporary Record. Retain 3 years.

**Clinical Laboratory Improvement Amendments (CLIA) Correspondence Records**

Disposition: Temporary Record. Retain 10 years.

**Clinical Laboratory State Licensure Files for Active Independent Clinical Laboratories (ICL)**

Disposition: Temporary Record. Retain until laboratory status changes to closed.

**Clinical Laboratory State Licensure Files for Closed Independent Clinical Laboratories (ICL)**

Disposition: Temporary Record. Retain 15 years.

**Clinical Laboratory State Licensure Files for Active Independent Physiological Laboratories (IPL)**

Disposition: Temporary Record. Retain until laboratory status changes to closed.

**Clinical Laboratory State Licensure Files for Closed Independent Physiological Laboratories (IPL)**

Disposition: Temporary Record. Retain 15 years.



## **Nurse Aide Program Records**

### **Nurse Aide Registry**

Disposition: Temporary Record. Retain until notification of individual's death.

### **Nurse Aide Abuse Complaint Records**

- a. Records of Substantiated Abuse Complaints  
Disposition: Temporary Record. Retain until notification of individual's death.
- b. Records of Unsubstantiated Abuse Complaints  
Disposition: Temporary Record. Retain 3 years.

### **Nurse Aide Administrative Hearing Proceedings**

Disposition: Temporary Record. Retain until notification of individual's death.

### **Nurse Aide Training Program Files**

Disposition: Temporary Record. Retain until no longer useful.

## **Assisted Living/Specialty Care Facility Records**

### **ASSISTED LIVING/SPECIALTY CARE ASSISTED LIVING FACILITY LICENSURE FILES**

Disposition: PERMANENT RECORD. Retain in Office.

### **Current Assisted Living/Specialty Care Assisted Living Facility Survey Packet**

Disposition: Temporary Record. Retain two most recent survey cycles, unless there is pending administrative hearing or civil litigation is pending. Records with pending administrative hearings or civil litigation must be sequestered.

### **Assisted Living/Specialty Care Assisted Living Pre-Licensure Intake Files**

Disposition: Temporary Record. Retain until survey conducted. If license granted, move to facility complaint intake file. If no license granted, destroy after 1 year.

### **Assisted Living/Specialty Care Assisted Living Complaint Intake**

Disposition: Temporary Record. Transfer to current facility file upon completion of survey. If facility closes prior to survey, retain 5 years.

### **Closed Assisted Living/Specialty Care Assisted Living Facility Survey Packets**

Disposition: Temporary Record. Retain 5 years.

## **Unlicensed Health Facilities**

### **Unlicensed Health Facility Investigation Files**

Disposition: Temporary Record. Retain 10 years.

**Unlicensed Health Facility Pre-Investigation Files**

Disposition: Temporary Record. Retain 10 years.

**Health Maintenance Organization (HMO) Records****Approved Certificate of Authority (COA) Applications**

Disposition: Temporary Record. Retain until 7 years after notification of license termination.

**COA Review Notes, Correspondence, and Replaced Documents**

Disposition: Temporary Record. Retain 5 years.

**Enrollee Documents and Marketing Materials**

Disposition: Temporary Record. Retain until replaced in field.

**Provider Contracts**

Disposition: Temporary Record. Retain until replaced in field.

**Field Inspection Visitation Checklists**

Disposition: Temporary Record. Retain useful life.

**Material Modifications, Waivers and Exceptions – Mergers, Sales, DOI Form A documents**

Disposition: Temporary Record. Retain 3 years.

**Material Modifications, Waivers and Exceptions – Staff changes and reorganizations**

Disposition: Temporary Record. Retain until superseded.

**Pre-Licensure Surveys**

Disposition: Temporary Record. Retain 6 months following licensure.

**Post Licensure Surveys**

Disposition: Temporary Record. Retain 1 year.

**Alabama Quality Utilization Alliance (AQUA) Accessibility Study Files**

Disposition: Temporary Record. Retain 3 years.

**AQUA Benchmark Study Files**

Disposition: Temporary Record. Retain 3 years.

**AQUA HMO Enrollee Satisfaction Survey Files**

Disposition (of Actual Surveys): Temporary Record. Retain until the results of the next annual survey are released to HMOs.

**Summary Reports and Other Corrective/Follow-up Action Materials**

Disposition: Temporary Record. Retain 3 years.

**HMO Claim Audit Files**

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

**Medicare Supplemental Healthcare Insurance Company Application Files**

Disposition: Temporary Record. Retain 1 year.

**Medicare Supplemental Healthcare Insurance Company Service Area Expansion Application Files**

Disposition: Temporary Record. Retain 6 months.

**HMO Service Provider Complaint Logs and Files**

Disposition: Temporary Record. Retain 4 years.

**Enforcement Actions and the Supporting Documentation Files**

Disposition: Temporary Record. Retain 5 years after date of action.

**Two-Year Survey Supporting Documentation**

Disposition: Temporary Record. Retain until the next scheduled Two-Year Survey has been completed.

**Two-Year Survey Comprehensive Reports, Deficiency Reports, Records Documenting Any Corrective Actions or the Results**

Disposition: Temporary Record. Retain 4 years after the date of the Two-Year Survey.

**HMO Enrollee Complaint Logs and Files**

Disposition: Temporary Record. Retain 4 years.

**Service Area Expansions**

Disposition: Temporary Record. Retain 6 months.

**Provider Manuals**

Disposition: Temporary Record. Retain until superseded.

**Quality Assurance, Utilization Review, and Credentialing Programs**

Disposition: Temporary Record. Retain until superseded.

**Quarterly and Annual Reports (of licensed HMOs)**

Disposition: Temporary Record. Retain 2 years.

**Non-HMO Provider/Network Contracts**

Disposition: Temporary Record. Retain 5 years after superseded.

**HMO Enrollee Complaint Records**

Disposition: Temporary Record. Retain 5 years.

**HMO Enrollee Grievance Logs and Files**

Disposition: Temporary Record. Retain 5 years.

**Copies of Enrollee Medical Records as Part of Grievance**

Disposition: Temporary Record. Retain 5 years.

**Utilization Review (UR) Records****Inactive Utilization Review Agent Records**

Disposition: Temporary Record. Retain 3 years.

**Center for Health Statistics****VITAL RECORDS**

Disposition: PERMANENT RECORD.

*(Note: Vital records include, but are not limited to, the following:*

- *Records of vital events [birth, death, marriage, divorce]*
- *ViSION system*
- *Detailed statistical reports and data on vital events*
- *Evidence supporting vital record action*
- *Fetal death reports*
- *Midwife records and bedside birth books*
- *Reports of induced termination*
- *Registers of births and deaths [handwritten ledger books]*
- *Vital records amendments or changes*
- *Vital records statistical files for the State of Alabama*
- *Acknowledgement of paternity)*

**Applications for Copies of Vital Records**

Disposition: Temporary Record. Retain 3 years.

**Birth/Death/Stillbirth Summary Cards**

Disposition: Temporary Record. Retain for useful life.

**Burial Transit Permit**

Disposition: Temporary Record. Retain 5 years.

**Confidential Medical Information Section of the Certificate of Live Death (ADPH-HS 1)**

Disposition: Temporary Record. Retain until data capture and verification.

**General Indexes to Births and Death Certificates (paper format)**

Disposition: Temporary Record. Retain until data capture and verification.

**Condensed Records of Births and Deaths**

Disposition: Temporary Record. Retain for useful life.

**Hospital Birth and Death Certificates Certifier Records**

Disposition: Temporary Record. Retain until certifier resigns.

**Monthly Reports of Vital Events**

Disposition: Temporary Record. Retain 1 year.

**Notices of Disinterment/Disinterment Notices**

Disposition: Temporary Record. Retain 5 years.

**Research Agreements**

Disposition: Temporary Record. Retain until research completed.

**Receipt of Body for Burial**

Disposition: Temporary Record. Retain 5 years.

**Statistical Data Requests**

Disposition: Temporary Record. Retain for useful life.

**Bureau of Home and Community Services****Billing and Support****Insurance Verification Form**

Disposition: Temporary Record. Retain 6 years after the end of the fiscal year in which the records were created.

**Additional Documents Request (ADR)**

Disposition: Temporary Record. Retain 6 years, 3 months after the bill is paid.

**Comprehensive Error Rate Testing (CERT)**

Disposition: Temporary Record. Retain 6 years, 3 months after the bill is paid.

**Centers for Medicare and Medicaid Services (CMS) Form 855A, Medicare Enrollment Application**

Disposition: Temporary Record. Retain 15 years, or until no longer needed for Agency business, whichever is later.

**Lifecare Bill Register**

Disposition: Temporary Record. Providers must retain records that fully disclose the extent and cost of services provided to the eligible recipients for a 5-year period.

**HIV/AIDS Waiver Private Provider Invoice**

Disposition: Temporary Record. Providers must retain records that fully disclose the extent and cost of services provided to the eligible recipients for a 5-year period.

**Elderly and Disabled Waiver (EDW) Private Provider Invoice**

Disposition: Temporary Record. Providers must retain records that fully disclose the extent and cost of services provided to the eligible recipients for a 5-year period.

**Medicare Secondary Payer (MSP)**

Disposition: Temporary Record. Retain 10 years.

**Budget and Personnel****Cost Reports, Sanctions, Credit Balance Reports**

Disposition: Temporary Record. Retain 3 years after the settlement date superseded by Medicaid retention of 10 years.

**GenEnd, Explanation of Payment (EOP} Balancing to Electronic Fund Transfer (EFT) Transfers, Reconciling Financial Data, Accounts Receivable (AR) Aging**

Disposition: Temporary Record. Retain 3 years after the settlement date superseded by Medicaid retention of 6 years because of overlap.

**McKesson Contracts**

Disposition: Temporary Record. Retain 10 years plus the close of Medicare Cost Report which includes services and billing provided under the contract.

**Contract Employee Insurance (RN, LPN, & HHA)**

Disposition: Temporary Record. Retain 10 years plus the close of Medicare Cost Report which includes services and billing provided under the contract.

**Analysis for Home Care Budget**

Disposition: Temporary Record. Retain 6 years.

**State Health Planning and Development Agency (SHPDA) Report**

Disposition: Temporary Record. Retain 10 years after end of fiscal year in which data was released.

**Compliance and Contracts****Contracts Including Required Documents and Related Correspondence**

Disposition: Temporary Record. Retain 10 years after the termination or expiration date. Where applicable, plus 3 years after the settlement of the Medicare Cost Report.

**Compliance and Contract Policies**

Disposition: Temporary Record. Retain until revised or retired.

**Compliance/Investigative Reports, Complaint Logs**

Disposition: Temporary Record. Retain 6 years after the fiscal year in which the records are created.

**Property History Cards for In-Use (PHC), Salvaged and Transferred Property**

Disposition: Temporary Record. PHCs for equipment in use are retained as long as the equipment is in use. PHCs for salvaged and transferred equipment are retained 5 years after the salvaged or transferred equipment has been removed from the bureau's audited inventory report.

**Training Certifications and Reports**

Disposition: Temporary Record. Retain 6 years after separation of the employee and 3 years after the closure of any complaint, investigation, or audit involving employee.

**Elderly and Disabled Waiver and HIV/AIDS Waiver Case Management Records and Administrative Files****Adult Case Records**

Disposition: Temporary Record. Retain 6 years.

**Pediatric Case Records**

Disposition: Temporary Record. Retain until age of majority plus 7 years.

**Waiver Administrative Files**

Disposition: Temporary Record. Retain 6 years.

**Waiver Referral File Information**

Disposition: Temporary Record. Retain 6 years.

**Active Case Records/Closed Case Records**

a. Adult records

Disposition: Temporary Record. Retain 6 years.

b. Pediatric records

Disposition: Temporary Record. Retain until age of majority plus 7 years.

**Non-Admit Application Files**

a. Adult records

Disposition: Temporary Record. Retain 6 years.

b. Pediatric records

Disposition: Temporary Record. Retain until age of majority plus 7 years.

**Case Record Audit Files/Supervisory Home Visit Reports**

Disposition: Temporary Record. Retain 6 years.

## **Reports to the Department of Human Resources (DHR) on Suspected Abuse Neglect Exploitation (ANE)**

- a. Adult records  
Disposition: Temporary Record. Retain 6 years.
- b. Pediatric records  
Disposition: Temporary Record. Retain until age of majority plus 7 years.

## **Incident/Complaints/Compliance Reports**

- a. Adult records  
Disposition: Temporary Record. Retain 6 years.
- b. Pediatric records  
Disposition: Temporary Record. Retain until age of majority plus 7 years.

## **Case Management Billing Documents and Documentation**

Disposition: Temporary Record. Retain 6 years.

## **Client Specific Social Service Reporting Forms/Encounter Forms**

Disposition: Temporary Record. Retain 6 years.

## **Waiver Direct Services Provider Billing Documents**

Disposition: Temporary Record. Retain 6 years.

## **Monthly Slot Reconciliation Reports**

- a. Adult records  
Disposition: Temporary Record. Retain 6 years.
- b. Pediatric records  
Disposition: Temporary Record. Retain until age of majority plus 7 years.

## **Case Manager Criminal History Background Check Reports**

Disposition: Temporary Record. Retain 6 years.

## **Direct Service Provider (DSP) Contract Files (active and closed)**

Disposition: Temporary Record. Retain 6 years.

## **DSP Audit Report Files**

Disposition: Temporary Record. Retain 6 years.

## **Copies of Case Management Audit Reports Submitted by Areas**

Disposition: Temporary Record. Retain 6 years.



**Medicaid Audit Reports/Retrospective Review Files**

Disposition: Temporary Record. Retain 6 years.

**Case Management Training Handbooks**

Disposition: Temporary Record. Retain 6 years.

**DSP Training Handbooks**

Disposition: Temporary Record. Retain 6 years.

**Waiver Eligibility Reports and Long-Term Care (LTC) Notification Acceptance/Rejection Reports**

Disposition: Temporary Record. Retain 6 years.

**HIV/AIDs Waiver Files (Slots, Non-admits, Termination, Active Apps.)**

Disposition: Temporary Record. Retain 6 years.

**Copies of Waiver Applications Pending Review, CM Corrections, and Level of Care (LOC) Approval**

Disposition: Temporary Record. Retain 6 years.

**Files Regarding Area Slot Allocations**

Disposition: Temporary Record. Retain 6 years.

**Notes/Materials from Medicaid Meetings, Policy Clarifications, Satisfaction Surveys**

Disposition: Temporary Record. Retain 6 years.

**Denied Waiver Applications with Related Documentation Including Appeals Processing**

a. Adult records

Disposition: Temporary Record. Retain 6 years.

b. Pediatric records

Disposition: Temporary Record. Retain until age of majority plus 7 years.

**LTC Request for Payment from Area/County and Response from Medicaid**

a. Adult records

Disposition: Temporary Record. Retain 6 years.

b. Pediatric records

Disposition: Temporary Record. Retain until age of majority plus 7 years.

**Waiver Case Management Documents**

Disposition: Temporary Record. Retain 6 years.

**Program Development and Client Enrollment Documents**

Disposition: Temporary Record. Retain 6 years.

**Quality Assurance Documents**

Disposition: Temporary Record. Retain for 6 years.

**Home Delivered Meals Documents**

Disposition: Temporary Record. Retain 6 years.

**Home Care****Home Health Patient Encounter Form and Life Care Day Sheet**

Disposition: Temporary Record. Retain 6 years after the end of the fiscal year in which the records were created.

**Home Health Adult Medical Records**

Disposition: Temporary Record. Retain 10 years.

**Home Health Pediatric Medical Records**

Disposition: Temporary Record. Retain 7 years after the age of majority is reached.

**Home Care Training Records**

Disposition: Temporary Record. Retain 5 years after termination of employment.

**Home Care Competency Records**

Disposition: Temporary Record. Retain 5 years after termination of employment.

**Quality Improvement Files**

Disposition: Temporary Record. Retain 3 years.

**Complaint Investigation Files**

Disposition: Temporary Record. Retain 3 years.

**PROFESSIONAL ADVISORY COUNCIL MEETING MINUTES**

Disposition: PERMANENT RECORD.

**Life Care Adult Medical Records**

Disposition: Temporary Record. Retain 10 years.

**Life Care Pediatric Medical Records**

Disposition: Temporary Record. Retain 7 years after the age of majority is reached.

**HOME HEALTH AND LIFE CARE ADMINISTRATIVE MANUALS**

Disposition: PERMANENT RECORD.

**HOME CARE MEETING MINUTES**

Disposition: PERMANENT RECORD.

**HOME CARE TRAINING PRESENTATIONS**

Disposition: PERMANENT RECORD. Retain in office.

**Medicare Eligibility**

Disposition: Temporary Record. Retain 6 years, 3 months after the bill is paid.

**Outcome and Assessment Information Set (OASIS) Tracking Reports**

Disposition: Temporary Record. Retain 3 years.

**Office of Human Resources****Completed Applications for Direct Appointment, Form 8, and Contract Jobs Applications Received for Available Positions**

Disposition: Temporary Record. Retain 2 years.

**EEOC (Equal Employment Opportunity Commission) Complaints – Records of complaints filed with EEOC, response letters, all personnel records relevant to the charge or action, etc.**

Disposition: Temporary Record. Retain for 3 years after final disposition of the charge.

**EEOC Work Force Analysis – Record of Department's workforce in terms of job categories, race, age, gender**

Disposition: Temporary Record. Retain 3 years.

**Employee Files (including Merit System, hourly, contract) – Records of employee's work history (e.g., appointment, performance appraisals, promotions, disciplinary action, Form 11's, contracted.)**

Disposition: Temporary Record. Retain 6 years after employee's separation from the agency.

**Employee FMLA, ADA (Family & Medical Leave Act and Americans with Disabilities Act) – Files, FMLA and ADA forms, medical documentation**

Disposition: Temporary Record. Retain 6 years after employee's separation from the agency.

**Employee Relations Files: Investigation Reports/Notes from – Employee Complaints/ Grievances, Disciplinary Matters**

Disposition: Temporary Record. Retain 6 years.

**Employee Weekly Leave Documentation Form – Reports of Hours Worked, Leave Earned/ Taken, Comp Time Records**

Disposition: Temporary Record. Retain 3 years.

**Exit Interview Questionnaires – Questionnaire sent to employees after separation; questions regarding their employment with ADPH**

Disposition: Temporary Record. Retain 2 years.

**Form I-9 – Documents an individual's eligibility to work in the U.S.**

Disposition: Temporary Record. Retain 3 years from the date of hire or 1 year after employee becomes inactive, whichever is later.

**Interview Records – Job interview questions, notes taken during interview**

Disposition: Temporary Record. Retain 2 years.

**Job Recruitment Materials – Job advertisements used in newspapers, trade publications, etc.; lateral transfer job announcements**

Disposition: Temporary Record. Retain 2 years.

**Leave Donation Records – Form 25 and supporting documentation**

Disposition: Temporary Record. Retain 3 years.

**Position Description Questionnaire (Form 40) – Describes the kind of work and responsibilities of a position for purposes of classification. Documentation of essential job functions for Americans with Disabilities Act**

Disposition: Temporary Record. Retain 4 years after position reclassified.

**SEICTF (State Employee Injury Compensation Trust Fund) Records – Documents regarding job-related injury or illness**

Disposition: Temporary Record. Retain 6 years after employee's separation from the agency.

**Unemployment Compensation Records – Documentation of former employees granted/denied unemployment compensation**

Disposition: Temporary Record. Retain 5 years.

**Bureau of Information Technology**

**Basement and Equipment Inventories**

Disposition: Temporary Record. Retain list of removed items 3 years.

**Information Technology Documentation (hardware/software manuals and diskettes, warranties, records of access/authorities, file naming conventions, Y2K records)**

Disposition: Temporary Record. Retain documentation of former system 3 years after the end of the fiscal year in which the former hardware and software no longer exists anywhere in the agency.

**Job Execution Reports**

Disposition: Temporary Record. Retain 3 months.

**Network Address Database**

Disposition: Temporary Record. Retain in office.

**Noles Database**

Disposition: Temporary Record. Retain until obsolete.

**SEMIANNUAL INVENTORY LISTS**

Disposition: PERMANENT RECORD. Retain in office.

**Telephone Systems Records**

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

**Work Order Database**

Disposition: Temporary Record. Retain 3 years.

**Work Order Database Archives**

Disposition: Temporary Record. Retain 7 years.

**Bureau of Professional and Support Services****Accreditation Activity Documentation to include but not limited to Meeting Minutes, Agendas, Sign-in sheets from Accreditation Leadership Team Meetings, Quality Improvement Council Meetings**

Disposition: Temporary Record. Retain 6 years.

**Alabama Hospital Association Grant Agreements**

Disposition: Temporary Record. Retain 3 years following the end of the fiscal year during which the agreements expire, unless audited. If audited, retain 3 years following the end of the fiscal year during which all audit related activities are completed.

**Department Overview and Approval of Research (DOAR) Committee Records**

Disposition: Temporary Record. Retain 3 years after project completion.

**J-1 and State 30 Waiver Applications**

Disposition: Temporary Record. Retain 3 years after completion of J-1/NIW (National Interest Waiver) service obligation.

**Medically Under-Served Area and Health Professional Shortage Area Designation Records**

Disposition: Temporary Record. Retain 6 years after the end of the fiscal year in which the records were created.

**Medicare Rural Hospital Grant (Flex Files)**

Disposition: Temporary Record. Retain 3 years following the end of the fiscal year during which the agreements expire, unless audited. If audited, retain 3 years following the end of the fiscal year during which all audit related activities are completed.

**Minority and Rural Health Care Grant Files**

Disposition: Temporary Record. Retain 6 years after completion of audit and release of audit report.

**National Health Service Corps (NHSC) Site Application Files**

Disposition: Temporary Record. Retain 4 years after the end of the fiscal year in which the site was last certified.

**Prescription Drug Monitoring Program Request for Access Applications**

Disposition: Temporary Record. Retain 3 years after the end of the calendar year in which the record was created.

**Prescription Drug Monitoring Program Law Enforcement Query Requests**

Disposition: Temporary Record. Retain 3 years after the end of the calendar year in which the record was created.

**Primary Care Association (PCA) and Federally Qualified Health Center (FQHC) Memoranda of Understanding (MOU) with No Definitive End Date**

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the MOU(s) is terminated.

**Primary Care Cooperative Agreement**

Disposition: Temporary Record. Retain 3 years following the end of the fiscal year during which the agreements expire, unless audited. If audited, retain 3 years following the end of the fiscal year during which all audit related activities are completed.

**Records Disposition Authority Approved Document**

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the RDA was superseded.

**Records Disposition Authority Transmittal Forms and Annual Reports**

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

**Rural Health Development Survey and Assessment Data**

Disposition: Temporary Record. Retain 3 years.

**Small Rural Hospital Improvement Program Grant Agreements**

Disposition: Temporary Record. Retain 3 years following the end of the fiscal year during which the agreements expire, unless audited. If audited, retain 3 years following the end of the fiscal year during which all audit related activities are completed.

**State Loan Repayment Program (SLRP) and ARRA SLRP Grant Files**

Disposition: Temporary Record. Retain 6 years after completion of audit and release of audit report.

**State Loan Repayment Program Recipient Files**

Disposition: Temporary Record. Retain 6 years following expiration of agreements.

**Office of Program Integrity****Agency Audit Reports (audits conducted by Examiners of Public Accounts)**

Disposition: Temporary Record. Retain 6 years.

**Audit Standards Manuals**

Disposition: Temporary Record. Retain current copy.

**County, Bureau, Private/Contract Agency Audit Planning Files**

Disposition: Temporary Record. Retain until needed for future activities.

**County, Bureau, Private/Contract Agency Audit Files/Reports**

Disposition: Temporary Record. Retain 3 years after completion of agency audit and the release of the audit report (Examiners' Audit).

**Statewide and Area Audit Reports Results**

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year.

**Imprest Bank Account Reconciliations and Other Bank Account Reports**

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year.

**Records documenting requests for authorization from supervisors to travel on official business and other related materials, such as travel reimbursement forms and itineraries**

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year.

**Office of Radiation Control****SHELBY COUNTY GAS WELL LOGGING INCIDENT FILES (NO LONGER CREATED)**

Disposition: PERMANENT RECORD.

**Inactive Radioactive Device Distribution Reports**

Disposition: Temporary Record. Retain 5 years.

**Inactive Radioactive Materials Registration, Licensing, and Radiation Exposure Records**

Disposition: Temporary Record. Retain 75 years.

**Inactive X-Ray Machine Registration Files**

Disposition: Temporary Record. Retain 75 years.

**Nuclear Power Plant Monitoring and Analysis Records**

Disposition: Temporary Record. Retain 10 years.

**X-Ray Equipment Registration Indexes and Files**

Disposition: Temporary Record. Retain for useful life.

**Office of the State Health Officer**

**MEETING AGENDAS, MINUTES, AND PACKETS OF THE STATE BOARD OF  
HEALTH AND THE STATE COMMITTEE OF PUBLIC HEALTH**

Disposition: PERMANENT RECORD.

**ADMINISTRATIVE FILES OF THE STATE HEALTH OFFICER**

Disposition: PERMANENT RECORD.



# **Requirement and Recommendations for Implementing the Records Disposition Authority (RDA)**

## **Requirement**

Under the Code of Alabama 1975 § 41-13-21, “no state officer or agency head shall cause any state record to be destroyed or otherwise disposed of without first obtaining approval of the State Records Commission.” This Records Disposition Authority constitutes authorization by the State Records Commission for the disposition of the records of the Agency as stipulated in this document.

One condition of this authorization is that the Agency submit an annual Records Disposition Authority (RDA) Implementation Report on its activities, including documentation of records destruction, to the State Records Commission.

## **Recommendations**

In addition, the Agency should make every effort to establish and maintain a quality record-keeping program by conducting the following activities:

The Agency should designate a staff member in a managerial position as its records liaison/records manager, who is responsible for: ensuring the development of quality record keeping systems that meet the business and legal needs of the agency, coordinating the transfer and destruction of records, ensuring that permanent records held on alternative storage media (such as microforms and digital imaging systems) are maintained in compliance with national and state standards, and ensuring the regular implementation of the agency’s approved RDA.

Permanent records in the Agency’s custody should be maintained under proper intellectual control and in an environment that will ensure their physical order and preservation.

Destruction of temporary records, as authorized in this RDA, should occur agency-wide on a regular basis—for example, after the successful completion of an audit, at the end of an administration, or at the end of a fiscal year. Despite the RDA’s provisions, no record should be destroyed that is necessary to comply with requirements of the Open Meetings Act, audit requirements, or any legal notice or subpoena.

The agency should maintain full documentation of any computerized record-keeping system it employs. It should develop procedures for: (1) backing up all permanent records held in electronic format; (2) storing a back-up copy off-site; and (3) migrating all permanent records when the system is upgraded or replaced. If the agency chooses to maintain permanent records solely in electronic format, it is committed to funding any system upgrades and migration strategies necessary to ensure the records’ permanent preservation and accessibility.

Electronic mail contains permanent, temporary, or transitory record information. Although e-mail records can be printed out, filed, and retained according to the RDA’s requirements, the

office should preferably employ an electronic records management system capable of sorting e-mail into folders and archiving messages having long-term value.

The staff of the State Records Commission or the Examiners of Public Accounts may examine the condition of the permanent records maintained in the custody of the Agency and inspect records destruction documentation. Agency records managers and/or the ADAH archivists are available to instruct the staff in RDA implementation and otherwise assist the Agency in implementing its records management program.

The State Records Commission adopted this revision to the Records Disposition Authority on October 26, 2016.

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Steve Murray, Chairman  
State Records Commission

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Date

By signing below, the agency acknowledges receipt of the retention periods and requirements established by the records disposition authority.

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Thomas M. Miller, M.D., State Health Officer  
Alabama Department of Public Health

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Date

# **Alabama Department of Public Health: Public Health Areas/ County Health Departments Records Disposition Authority**

This Records Disposition Authority (RDA) is issued by the State Records Commission under the authority granted by the Code of Alabama 1975 § 41-13-5 and § 41-13-20 through -21. It was compiled by the Government Records Division, Alabama Department of Archives and History (ADAH), which serves as the commission's staff, in cooperation with representatives of the staff of the Alabama Department of Public Health. The RDA lists records created and maintained by the public health areas and county health departments in carrying out their mandated functions and activities. It establishes retention periods and disposition instructions for those records and provides the legal authority for the public health areas and county health departments to implement records destruction.

Alabama law requires public officials to create and maintain records that document the business of their offices. These records must be protected from "mutilation, loss, or destruction," so that they may be transferred to an official's successor in office and made available to members of the public. Records must also be kept in accordance with auditing standards approved by the Examiners of Public Accounts (Code of Alabama 1975 § 36-12-2, § 36-12-4, and § 41-5-23). For assistance in implementing this RDA, or for advice on records disposition or other records management concerns, contact the ADAH Government Records Division at (334) 242-4452.

## **Explanation of Records Requirements**

- This RDA supersedes any previous records disposition schedules governing the retention of records created/maintained by the public health areas and county health departments. Copies of superseded schedules are no longer valid and should be discarded.
- The RDA establishes retention and disposition instructions for records listed below, regardless of the medium on which those records may be kept. Electronic mail, for example, is a communications tool that may record permanent or temporary information. As for records in any other format, the retention periods for e-mail records are governed by the requirements of the subfunctions to which the records belong.
- Some temporary records listed under the Administering Internal Operations subfunction of this RDA represent duplicate copies of records listed for long-term or permanent retention in the RDA's of other agencies.
- Certain other record-like materials are not actually regarded as official records and may be disposed of under this RDA. Such materials include (1) duplicate record copies that do not require official action, so long as the creating office maintains the original record for the period required; (2) catalogs, trade journals, and other publications received that require no action and do not document agency activities; (3) stocks of blank stationery, blank forms, or other surplus materials that are not subject to audit and have become obsolete; (4) transitory records, which are temporary records created for short-term, internal purposes, may include, but are not limited to, telephone call-back messages,

drafts of ordinary documents not needed for their evidential value, copies of material sent for information purposes but not needed by the receiving office for future business, and internal communications about social activities; (5) honorary materials, plaques, awards, presentations, certificates, and gifts received or maintained by the agency staff. They may be disposed of without documentation of destruction.

## **Records Disposition Requirements**

This section of the RDA is arranged by subfunctions of the public health areas and county health departments and lists the groups of records created and/or maintained by the public health areas and county health departments as a result of activities and transactions performed in carrying out these subfunctions. The public health areas and county health departments may submit requests to revise specific records disposition requirements to the State Records Commission for consideration at its regular quarterly meetings.

### **Promulgating Health Care Standards**

#### **County Policies and Procedures Manuals**

Disposition: Temporary Record. Retain until the completion of one audit and release of the audit report after the record is superseded.

#### **Department of Public Health Procedural Memoranda**

Disposition: Temporary Record. Retain until superseded.

### **Enforcing Health Care Standards**

#### **Applications for Permits**

- a. Permits with no fees

Disposition: Temporary Record. Retain 1 year.

- b. Permits with fees

Disposition: Temporary Record. Retain current plus 3 years or until completion of one audit, whichever is longer.

#### **Alternative On-site Sewage Disposal System Application Files**

Disposition: Temporary Record. Retain until the system is no longer in use.

#### **Notice of Intent to Suspend/Revoke Permits**

Disposition: Temporary Record. Retain 3 years.

#### **Surveys of Private On-site Sewage Disposal Systems**

Disposition: Temporary Record. Retain 1 year.

#### **Site Evaluations for On-site Sewage Disposal Systems (Perk Tests)**

Disposition: Temporary Record. Retain 3 years.

**Certificates for Installers of On-site Sewage Disposal Systems**

Disposition: Temporary Record. Retain 3 years.

**Inspection Reports**

Disposition: Temporary Record. Retain 5 years.

**Retail Frozen Dessert Location Forms and Sample Reports**

Disposition: Temporary Record. Retain 2 years.

**Food Bacteriology Section Reports**

Disposition: Temporary Record. Retain 2 years.

**Complaint Forms**

Disposition: Temporary Record. Retain 5 years.

**Complaints and Legal Notices of Improper Sewage Disposal**

Disposition: Temporary Record. Retain 3 years.

**Investigation Reports of Food-borne and Water-borne Disease Outbreaks**

Disposition: Temporary Record. Retain 5 years.

**Reference Bacteriology**

Disposition: Temporary Record. Retain 5 years.

**Cholera and Other Vibrio Illness Surveillance Reports**

Disposition: Temporary Record. Retain 5 years.

**Recall Check Forms (Official Record of Contacts)**

Disposition: Temporary Record. Retain 3 years.

**Rabies Exposure Reports**

Disposition: Temporary Record. Retain 3 years.

**Official Notices of Violations of Rabies Vaccination Law**

Disposition: Temporary Record. Retain 3 years.

**Rabies Violation Citations**

Disposition: Temporary Record. Retain 3 years.

**Emergency Orders of the Health Officer**

Disposition: Temporary Record. Retain 3 years.

**UNAPPROVED DUMP/OPEN DUMP AND UNAUTHORIZED DUMP FILES**

Disposition: PERMANENT RECORD. Retain in office.

## **FINAL SUBDIVISION REPORTS AND APPROVED SUBDIVISION FILES**

Disposition: PERMANENT RECORD. Retain in office.

## **VECTOR CONTROL FILES**

Disposition: PERMANENT RECORD. Retain in office.

## **Bacteriological Test Results of Drinking Water**

Disposition: Temporary Record. Retain 2 years.

## **Notifications of Intent to Drill a Well**

Disposition: Temporary Record. Retain 2 years.

## **Lab Reports of Fluoride Results of Drinking Water**

Disposition: Temporary Record. Retain 2 years.

## **Medical X-Ray Machine Regulation Files**

Disposition: Temporary Record. Retain 75 years.

## **Copies of Disaster Plans**

Disposition: Temporary Record. Retain current copy.

## **Providing Health Care Services**

### **Categorical Program Patient Records (ca. 1940-1982)**

#### **a. Adults**

Disposition: Destroy.

#### **b. Minors**

Disposition: Temporary Record. Retain for 22 years.

### **Categorical Tuberculosis Program Patient Case Files (ca. 1940-1982)**

#### **a. Positive TB Patient Case Files and Case Register Cards**

Disposition: Temporary Record. Retain for 75 years.

#### **b. Negative TB Patient Case Files and Case Register Cards**

Disposition: Destroy.

### **Inactive Unified Medical Records (UMRs) (ca. 1982-1996)**

Disposition: Temporary Record. Retain 28 years.

### **UMR Temporary Service Cards**

#### **a. Cards documenting Medical Services excluding immunizations**

Disposition: Temporary Record. Retain 28 years.

- b. Cards documenting demographic data only  
Disposition: Temporary Record. Retain until data is verified.

**Inactive Comprehensive Health Records (CHRs) (1996-)**

Disposition: Temporary Record. Retain 28 years.

**Release/Requests for Confidential Information**

Disposition: Temporary Record. Retain for 3 years.

**Important Information Statements and Release Forms/Patient Consent Forms**

Disposition: Temporary Record. Retain 10 years.

**Immunization Records Not Filed in CHR**

Disposition: Temporary Record. Retain 10 years.

**Mantoux Tuberculin Skin Test Cards Not Filed in CHR (Negative only)**

Disposition: Temporary Record. Retain current plus 1 year.

**Overdue Immunization Listings**

Disposition: Temporary Record. Retain for useful life.

**Referrals for Services**

Disposition: Temporary Record. Retain 3 years.

**CHR Registration Master Checklist**

- a. ALACLAS  
Disposition: Temporary Record. Update as needed.
- b. Printout  
Disposition: Temporary Record. Retain for useful life.

**Patient Encounter Forms**

- a. Family Health  
Disposition: Temporary Record. Retain 3 years.
- b. WIC  
Disposition: Temporary Record. Retain until data entry is verified.
- c. Immunization  
Disposition: Temporary Record. Retain 3 years.
- d. Disease Control  
Disposition: Temporary Record. Retain 3 years.

**Community Services – Patient Encounter Form**

Disposition: Temporary Record. Retain 3 years.

**Home Health – Patient Encounter Forms**

Disposition: Temporary Record. Retain 3 years.

**Inactive Home Health Care Program Patient Case Files and Service Cards**

Disposition: Temporary Record. Retain 6 years.

**Positive Hepatitis B Follow-up Case Reports**

Disposition: Temporary Record. Retain 30 years.

**Sterilization Records**

Disposition: Temporary Record. Retain 28 years.

**Inactive WIC File Cards (Green Cards)**

Disposition: Place in CHR.

**WIC Program Complaint Records**

Disposition: Temporary Record. Retain 3 ½ years.

**WIC Program Waiting Lists**

Disposition: Temporary Record. Retain 3 ½ years.

**WIC Applicant Logs**

Disposition: Temporary Record. Retain 1 year.

**WIC Cycle Report of Operations**

Disposition: Temporary Record. Retain 3 ½ years.

**WIC Special Formula Records**

Disposition: Temporary Record. Retain 3 ½ years.

**Food Instrument Summaries, Registers, and Inventory Logs**

Disposition: Temporary Record. Retain 3 ½ years.

**Food Instrument Receipts**

Disposition: Temporary Record. Retain 3 ½ years.

**Verifications of Missing Food Instruments**

Disposition: Temporary Record. Retain 3 ½ years.

**WIC Over Issuance Reports**

Disposition: Temporary Record. Retain 3 ½ years.



**WIC Status Update Reports**

Disposition: Temporary Record. Retain 3 ½ years.

**Food Instrument Redemption Date Reports**

Disposition: Temporary Record. Retain for 3 ½ years.

**WIC Program Participant Master and Suspense Lists**

Disposition: Temporary Record. Retain for 3 ½ years.

**WIC Program Enrollment Reports**

Disposition: Temporary Record. Retain for useful life.

**WIC Vendor Files**

Disposition: Temporary Record. Retain 3 ½ years.

**Early and Periodic Screening Diagnosis and Treatment (EPSDT) Screening Schedules**

Disposition: Temporary Record. Retain current plus 1 year.

**Clinic Sign-In Sheets**

Disposition: Temporary Record. Retain for useful life.

**Copies of Disease Case Reports**

Disposition: Temporary Record. Retain 1 year.

**Rabies Test Reports**

Disposition: Temporary Record. Retain 1 year.

**Reports of Animal Bites and Rabies Quarantine Orders**

Disposition: Temporary Record. Retain 3 years.

**Certificates of Rabies Vaccination**

Disposition: Temporary Record. Retain 3 years after date of issue.

**Laboratory Test Tracking Logs**

Disposition: Temporary Record. Retain 1 year after last entry in volume or page.

**Document Tracking Reports**

Disposition: Temporary Record. Retain 1 year or until all documents returned, whichever is longer.

**Alabama Clinic Level Automation System (ALACLAS)**

Disposition: Temporary Record. Retain data for same retention period as related clinical records.

**Home Care Information System (HCIS)**

Disposition: Temporary Record. Retain data for same retention period as related Home Health records.

## **Providing Public Health Information and Education**

### **LOCAL PROGRAMMATIC INFORMATIONAL/EDUCATIONAL MATERIALS**

Disposition: PERMANENT RECORD. Retain one copy for reference.

### **AREA/COUNTY DEPARTMENT NEWSLETTERS**

Disposition: PERMANENT RECORD. Retain one copy for reference.

## **Filing Vital Records and Providing Health Statistics**

### **Applications for Copies of Vital Records**

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

### **Copies Issued Logs (ADPH-HS-18 or alternate format)**

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

### **Copies of Local/Deputy Registrar Appointment Letters**

Disposition: Temporary Record. Retain until appointment expires.

### **Registers of Births/Deaths**

Disposition: Transfer to Center for Health Statistics for retention.

### **General Indexes to Birth and Death Certificates**

Disposition: Transfer to Center for Health Statistics for retention.

### **Condensed Records of Births and Deaths (no longer created)**

Disposition: Transfer to Center for Health Statistics for destruction.

### **Midwife Records**

Disposition: Transfer to Center for Health Statistics for retention.

### **Bedside Birth Books**

Disposition: Transfer to Center for Health Statistics for retention.

### **Summary Cards of Birth/Deaths/Stillbirths**

Disposition: Transfer to Center for Health Statistics for destruction.

### **Monthly Reports of Vital Events**

Disposition: Transfer to Center for Health Statistics for destruction.

### **Death Certificate Rosters (ADPH-HS-61 or alternate)**

Disposition: Temporary Record. Retain 3 years.

**Burial Transit Permits**

Disposition: Temporary Record. Retain 5 years from issue.

**Receipts of Body for Burial in Alabama**

Disposition: Temporary Record. Retain 5 years from issue.

**Notices of Disinterment/Disinterment Permits**

Disposition: Temporary Record. Retain 5 years from issue.

**Administering Internal Operations****General Administrative****A-3 Reports**

Disposition: Temporary Record. Retain current plus 3 years or until completion of one audit, whichever is longer.

**General Correspondence and Informational Requests of Departmental Programs**

Disposition: Temporary Record. Retain 3 years.

**Motor Voter Records – Acceptance/Declination to Register**

Disposition: Temporary Record. Retain 24 months.

**Administrative Correspondence of the County Health Officer/Area Health Administrator**

Disposition: Temporary Record. Retain 5 years.

**Appointment Logs for Health Department Services (Also ALACLAS Appointment Data)**

Disposition: Temporary Record. Retain for 2 years.

**Appointment Waiting Time Monitoring System Project Files**

Disposition: Temporary Record. Retain 3 years.

**Policies, Procedures and Reference Materials from State and Federal Agencies**

Disposition: Temporary Record. Retain for useful life.

**Department of Public Health Program Procedural and Other Manuals**

Disposition: Temporary Record. Retain current copy.

**Reference Files**

Disposition: Temporary Record. Retain for useful life.

**Professional Association and Organization Materials**

Disposition: Temporary Record. Retain for useful life.

**Professional Meetings and Workshop Materials**

Disposition: Temporary Record. Retain for useful life.

**Printing Service Request Files**

Disposition: Temporary Record. Retain until receipt of printed material.

**Printing Negatives and Plates**

Disposition: Temporary Record. Retain until obsolete.

**Audiovisual Materials**

- a. In-service training films

Disposition: Temporary Record. Retain until obsolete.

- b. General information films and films on public health topics

Disposition: Temporary Record. Retain until obsolete.

**County Health Department Safety Checklists**

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

**Serving as Secretary****MEETING MINUTES OF THE COUNTY BOARDS OF HEALTH**

Disposition: PERMANENT RECORD.

**Staff Meeting Minutes**

Disposition: Temporary Record. Retain for useful life.

**Managing Records**

**Records documenting the implementation of the agency's approved RDA including copies of transmittals for records transferred to the State Record Center, records transferred to ADAH, and the agency's annual reports to the State Records Commission**

Disposition: Temporary Record. Retain 3 years after the creation of the record.

**Copies of Approved RDA**

Disposition: Temporary Record. Retain current copy.

**Reporting****ANNUAL REPORTS OF THE PUBLIC HEALTH AREA/COUNTY HEALTH OFFICER/COUNTY DEPARTMENT**

Disposition: PERMANENT RECORD.

## **Managing Information Systems and Technology**

### **Backup Tapes**

Disposition: Temporary Record. Retain off-site in a temperature-controlled facility. Daily Backup tapes should be reused on a weekly basis.

### **HCIS Monthly Printouts**

Disposition: Temporary Record. Retain current plus 3 years or until completion of audit, whichever is longer.

## **Budgeting**

### **Records documenting the preparation of a budget request package and reporting of the status of funds, requesting amendments of allotments, and reporting program performance**

Disposition: Temporary Record. Retain current plus 3 years or until completion of audit, whichever is longer.

### **Spending Plan Files**

Disposition: Temporary Record. Retain current plus 3 years or until completion of audit, whichever is longer.

### **Budget Allotment and Summary Reports**

Disposition: Temporary Record. Retain current plus 3 years or until completion of audit, whichever is longer.

## **Purchasing**

### **Records documenting the requisitioning and purchasing of supplies and equipment, receipting and invoicing for goods, and authorizing payment for products**

Disposition: Temporary Record. Retain current plus 3 years or until completion of audit, whichever is longer.

## **Accounting**

### **Records of original entry – journals, registers, and ledgers [including daily entry of fees for licensing, registration, opinions, copies, fines, and investigations] – and funds deposited outside the State Treasury**

Disposition: Temporary Record. Retain current plus 3 years or until completion of audit, whichever is longer.

### **Bank Statements, Deposit Receipts, and Canceled Checks**

Disposition: Temporary Record. Retain current plus 3 years or until completion of audit, whichever is longer.

**Field Vouchers**

Disposition: Temporary Record. Retain current plus 3 years or until completion of audit, whichever is longer.

**Reconciliation Reports**

Disposition: Temporary Record. Retain current plus 3 years or until completion of audit, whichever is longer.

**Fund Status Reports**

Disposition: Temporary Record. Retain current plus 3 years or until completion of audit, whichever is longer.

**Cost Center/Cost Accounting Reports**

Disposition: Temporary Record. Retain current plus 3 years or until completion of audit, whichever is longer.

**Ledger Cards**

Disposition: Temporary Record. Retain current plus 3 years or until completion of audit, whichever is longer.

**Periodic Financial Management Statements and Reports**

Disposition: Temporary Record. Retain current plus 3 years or until completion of audit, whichever is longer.

**Consolidated Statements of Revenues and Expenditures**

Disposition: Temporary Record. Retain current plus 3 years or until completion of audit, whichever is longer.

**Expenditure and Receipt Transaction Registers**

Disposition: Temporary Record. Retain current plus 3 years or until completion of audit, whichever is longer.

**Day Sheets and Recapitulation of Day Sheets**

Disposition: Temporary Record. Retain current plus 3 years or until completion of audit, whichever is longer.

**A-3 Reports**

Disposition: Temporary Record. Retain current plus 3 years or until completion of audit, whichever is longer.

**Material Receipts**

Disposition: Temporary Record. Retain current plus 3 years or until completion of audit, whichever is longer.

## **Billing**

### **Women, Infants, and Children (WIC) Financial Records (including receipts, registers, summary files, reconciliations, reports, vendor records)**

Disposition: Temporary Record. Retain 3 ½ years.

### **Home Health Service Financial Records**

Disposition: Temporary Record. Retain 5 years or until settlement of any claims due, whichever is last.

### **Medicaid/Medicare Financial Records (including explanation of payment reports, billing reports, mismatched reports, reimbursement rosters, etc.)**

Disposition: Temporary Record. Retain current plus 3 years or until completion of audit, whichever is longer.

## **Processing Federal Funds**

### **Records documenting the application for, award of, receipt of, disbursement of and reporting of expenditure of federal funds**

Disposition: Temporary Record. Retain 6 years after submission of the final expenditure report.

### **Records documenting the purchase of nonexpendable property/equipment with federal funds**

Disposition: Temporary Record. Retain 3 years after final disposition of property.

## **Auditing**

### **Audit Reports**

Disposition: Temporary Record. Retain 6 years or until completion of two successive audits, whichever is longer.

### **Audit Standards Manuals**

Disposition: Temporary Record. Retain current copy.

### **County Health Department Internal Audit Files**

Disposition: Temporary Record. Retain 6 years after the end of the fiscal year in which the records were created.

### **Program Review and Evaluation Files**

Disposition: Temporary Record. Retain for 2 years.

## **Traveling**

### **Records documenting requests for authorization from supervisors to travel on official business and other related materials, such as travel reimbursement forms**

Disposition: Temporary Record. Retain current plus 3 years or until completion of audit, whichever is longer.

### **Travel Itineraries**

Disposition: Temporary Record. Retain 1 year.

## **Contracting**

### **Contractual records established for the purchase of services or personal property**

Disposition: Temporary Record. Retain for 6 years following the expiration of the contract.

## **Bidding**

### **Records documenting the bid process, including requests for proposals and unsuccessful responses**

- a. Original Bid Records Maintained in the Purchasing Office of the Agency for Contracts over \$7500  
Disposition: Temporary Record. Retain 7 years after the end of the fiscal year in which the bids were opened.
- b. Duplicate copies of bid (where originals are maintained by the Finance Department - Division of Purchasing)  
Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the bids were opened (Code of Alabama 1975 § 41-16-20 through -24).

## **Compensating Staff**

### **Records documenting salary and wages**

Disposition: Temporary Record. Retain current plus 3 years or until completion of audit, whichever is longer.

### **Employee Daily Activity/Time Reports (other than those specifically mentioned below)**

Disposition: Temporary Record. Retain current plus 4 years or until completion of audit, whichever is longer.

### **Environmental Daily Activity Reporting System (EDARS)**

Disposition: Temporary Record. Update as needed.

### **Environmental Daily Activity Reporting System (EDARS) Worksheets**

Disposition: Temporary Record. Retain current plus 3 years or until completion of audit, whichever is longer.



**Weekly Work Record**

Disposition: Temporary Record. Retain current plus 3 years or until completion of audit, whichever is longer.

**Cost Center Reports (Timesheet Summaries)**

Disposition: Temporary Record. Retain current plus 3 years or until completion of audit, whichever is longer.

**Personnel Cost Distributions Reports**

a. End-of-Year Report

Disposition: Temporary Record. Retain current plus 3 years or until completion of audit, whichever is longer.

b. All Other Reports

Disposition: Temporary Record. Retain for useful life.

**Records documenting annual cumulative leave statements**

Disposition: Temporary Record. Retain 3 years.

**Record of final leave status**

Disposition: Temporary Record. Retain record of individual employees' cumulative leave 6 years after separation of employee from the agency.

**Benefitting Staff****Records documenting payroll deductions for tax purposes**

Disposition: Temporary Record. Retain 5 years after tax year.

**Records documenting the administration of the unemployment compensation program**

Disposition: Temporary Record. Retain 5 years after creation.

**Supervising Staff****Records documenting an employee's work history - generally maintained as a case file**

Disposition: Temporary Record. Retain 6 years after separation of employee from the agency.

**Records documenting cumulative leave**

Disposition: Temporary Record. Retain 6 years after separation of the employee from the agency.

**Records documenting the employee appeal to the Personnel Board of formal reprimands, demotions, transfers, or terminations**

Disposition: Temporary Record. Retain 5 years.

### **Leasing/Renting**

**Records documenting the lease or rental of warehouse, storage, or office space by the department**

Disposition: Temporary Record. Retain 6 years after expiration of contract.

### **Inventorving**

**Inventory Cards for Supplies**

Disposition: Temporary Record. Retain 3 years.

**Vaccine Stock Inventory**

Disposition: Temporary Record. Retain 3 years.

## **Approval of Records Disposition Authority**

By signing this agreement, the Department of Public Health acknowledges its responsibilities for the proper management of its records and agrees to abide by the implementation guidelines listed below.

- The Department of Public Health agrees that the public health area clerical director position will serve as the records officer. This position will be responsible for ensuring the development of quality record keeping systems that meet the business and legal needs of the department, for coordinating the transfer and destruction of records, for maintaining centralized control files on the disposition of department records, and for ensuring the regular implementation of the Department of Public Health's approved RDA.
- The Department of Public Health agrees to develop procedures for regular implementation, to document the destruction of the records, and to submit a report to the State Records Commission in April of each year.
- Despite the provisions of this authorization, no records should be destroyed that are necessary for agency compliance with the requirements of the state Sunset Act, agency audit, any legal notice or subpoena, or the reasonable precautions in anticipation of possible investigatory actions.
- Permanent records, while in the custody of the Department of Public Health, should be maintained in a secure environment, in a usable order, and under environmental conditions that will ensure their continued preservation.
- The Department of Public Health agrees to allow the State Records Commission, its staff, and the Examiners of Public Accounts to examine into the condition of the permanent records maintained in the custody of the department and to inspect documentation on the destruction of public records.

The State Records Commission adopted this revision to the Records Disposition Authority on April 26, 2002.

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Edwin C. Bridges, Chairman  
State Records Commission

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Date

By signing below, the agency acknowledges receipt of the retention periods and requirements established by the records disposition authority.

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Donald E. Williamson, M.D., State Health Officer  
Alabama Department of Public Health

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Date